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ABSTRACT

The two highest risk nights for teens are prom and graduation. Many students feel as if they have not really celebrated if they have not been drinking or using other drugs. Virginia Operation Prom/Graduation (OP/G) addresses the issues of youth drinking, drugging, and driving behavior during these high-risk social seasons. It encourages a positive approach to negative stereotypic perceptions of what teen "rites of passage" traditions have been by providing alternative drug-free teen celebrations. Topical sections are: (1) About Operation Prom/Graduation; (2) Why Bother?; (3) Everyone Benefits; (4) General Information; (5) Party Guidelines; (6) Party Facility; (7) Taxes, Licenses, Insurance, Etc.; (8) PTA-Celebration Committee Relationship; (9) The Steering Committee; (10) Activities; (11) Chaperons/Security; (12) Clean-up; (13) Decorations and Themes; (14) Food; (15) Funding; (16) Prizes; (17) Publicity; (18) Tickets, I.D., Entry Packets; (19) Volunteers; (20) Small Parties; (21) Lack of Resources; (22) Help Each Other!; (23) Just for Students!; (24) Resources; and (25) Virginia OP/G Honor Roll Awards Program. Appendices include sample letters, forms, and reports. (JBJ)

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Celebrate LIFE!

A Guide for Planning All-Night Alcohol/Drug-Free Celebrations for Teens

FIFTH EDITION

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Celebrate Life!

A GUIDE FOR PLANNING
ALL NIGHT
ALCOHOL/DRUG-FREE
CELEBRATIONS
FOR TEENS

A compilation of ideas and comments from parents, school personnel, community members and graduates from many Virginia High School All Night Party Chairpersons and Committees who have planned and implemented All Night Alcohol/Drug-Free Prom and Graduation Celebrations.

Compiled and edited by

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Virginia Operation Prom/Graduation
A project of
THE VIRGINIA DEPARTMENTS OF EDUCATION AND MOTOR VEHICLES
in cooperation with the
VIRGINIA STATE POLICE ASSOCIATION

This document has been reproduced and distributed to assist Virginia school and community groups plan and conduct alcohol and other drug-free activities during high-risk social seasons of the year: prom and graduation. The publication represents samples of projects undertaken by high school communities in their efforts to provide safe, fun-filled, alcohol and other drug-free party environments that appeal to students.

The views and opinions expressed in this document do not necessarily represent the official views and opinions of the Virginia Department of Education, the Virginia Department of Motor Vehicles, or the Virginia State Police Association.

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- All of **the OP/G Workshop Teams: 1989-1995**
- The **Virginia high school celebration coordinators and committee members** who have so willingly shared their successful party ideas.
- The **Virginia OP/G Honor Roll Applicants** for sharing their information and ideas.
- The thousands of **persons who have had a part in making these alcohol/drug-free celebrations a success** and a wonderful memory for our students.
- The tens of thousands of **students who have attended** and enjoyed these celebrations.
- The **Virginia Department of Education** for their support.
- The **Virginia Department of Motor Vehicles** for their support.
- The **Virginia State Police Association** for their support.
- **All who took the time to give constructive criticism**. This guide has been revised with your comments in mind. Keep your ideas coming! Let us know what works in *your* community.

Additional copies of this guide are available free. Call or write:

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If you have samples, ideas, or information you would like to share for publication in a future edition of Celebrate Life! or to be used at a workshop, please call or write either Arlene Cundiff or Sharon Murphy.

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Celebrate Life!

A GUIDE FOR PLANNING AND IMPLEMENTING ALL-NIGHT *ALCOHOL/DRUG-FREE* CELEBRATIONS FOR TEENS

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Virginia Operation Prom/Graduation
A project of
THE VIRGINIA DEPARTMENTS OF EDUCATION AND MOTOR VEHICLES
in cooperation with the
VIRGINIA STATE POLICE ASSOCIATION

About Virginia Operation Prom/Graduation

In accordance with the position of the U.S. and Virginia Departments of Education that illicit drug use is wrong and harmful, Virginia Operation Prom/Graduation (OP/G) advocates a "no use" policy for youth. Further, Virginia OP/G does not accept donations from any alcohol or tobacco manufacturers or distributors to facilitate or promote the state program.

WHAT IS OP/G?

Virginia Operation Prom/Graduation is a joint project of the Virginia Departments of Education and Motor Vehicles in cooperation with the Virginia State Police Association.

In response to a 1987 request from the Virginia Department of Motor Vehicles, the Virginia Department of Education developed the Virginia Operation Prom/Graduation (OP/G) project to address the serious issues of youth drinking, drugging, and driving behavior during the high-risk social seasons of prom and graduation. Even one needless death or injury from any alcohol or other drug-related crash on high-risk social occasions was considered to be one too many.

OP/G encourages a positive approach to negative stereotype perceptions of what teen "rites of passage" traditions have been by offering planning guides, parent workshops, consultations, and presentations that give local community groups the needed validity and credibility to plan and implement all-night alcohol/drug-free teen celebrations in order to assure that Virginia's teens have a positive alternative on prom and graduation nights — the two highest risk nights during their high school years.

Because of OP/G, most celebrations across the state are offering all students, regardless of their location, race, religion, sex, ethnic, socio-economic, academic or athletic status, the same basic celebration with the same basic guidelines.

WHAT DOES OP/G DO?

Virginia Operation Prom/Graduation:

- Provides copies of "Celebrate Life! A Guide for Planning All Night Alcohol/Drug Free Celebrations for Teens" without charge to all who request copies.
- Provides state-wide workshops to build enthusiasm, excitement and confidence among those who will plan their school's celebrations.
- Provides presentations and consultations for Virginia high schools who request them.
- Provides presentations at state and national conferences.
- Visits prom and graduation celebrations to photographically record the process and to find new ideas that can be shared via workshops and the planning guide.
- Administers the Honor Roll program for the Virginia State Police Association.

THE VIRGINIA OPERATION PROM/GRADUATION PROJECT TEAM

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OP/G Presentation Team

The Presentation Team is drawn from experienced celebration chairpersons across the state and is changed on an annual basis. Members are identified through the Honor Roll program, personal contacts throughout the year, and at celebration visitations. Every effort is made to provide representation from public and private, large and small, rural and suburban, and prom and graduation celebrations.

Virginia Operation Prom/Graduation Honors and Awards

Virginia OP/G is privileged to have been singled out as an outstanding program. The following awards and honors have been received:

- **Medallion Award,** Virginia Public Relations Awards Program

- **Distinguished Service Award,** Commonwealth Alliance for Drug Rehabilitation and Education (CADRE) 1990 and 1991
- **Best in Show Award,** The National Council of State Education Communicators
- **Gold Medallion Award,** National School Public Relations Association (NSPRA)
- **Distinguished Service Award,** The National Commission Against Drunk Driving (NCADD)
- **Resolution of Commendation,** Virginia Council on Coordinating Prevention
- **Outstanding State Project Award,** District 2 (Roanoke area), Community Traffic Safety Board
- **Recognition, 1991-92 Noteworthy Programs and Practices Award Program,** The Southeast Regional Center (SERC) for Drug-Free Schools and Communities. OP/G has been showcased throughout the southeast region as a model for others, is featured in the SERC Fall, 1992 publication: *Shining Stars: Prevention Programs That Work in the Southeast*.
- **Award for Excellence**, Fairfax Alcohol Safety Action Program (ASAP) and the Northern Virginia chapter of Mothers Against Drunk Driving (MADD).
- **Governor's Transportation Safety Award: Education,** 1994.

Appreciation is expressed for the tremendous support enjoyed from the Virginia Departments of Education and Motor Vehicles towards the success of OP/G. It has truly been a collaborative effort in every sense of the word. Thanks to them for setting such a high standard for other state agencies to emulate.

Many thanks to the Virginia State Police Association for their supportive role in making the Honor Roll Awards program a reality. They truly are the last of the "good guys." With efforts like these, our Virginia teens are the *real* winners!

WHY BOTHER TO HAVE AN OP/G CELEBRATION?

The two highest risk nights for teens are prom and graduation. Teens attend parties throughout the year but peer pressure is highest these two nights. Many students feel as if they haven't really celebrated if they haven't been drinking or using other drugs. Some parents seem to condone drinking parties rationalizing that since the students are going to drink *anyway*, why not provide them a place, take their keys, and watch over them? Unfortunately, the role models our students have—TV, movies, newspapers, magazines, and we, as parents and community members—all seem to send the same message: Alcohol and/or other drugs are needed to celebrate an important occasion.

It is not enough to tell our students to "Just say, 'NO!'" We must give them an alternative to which they can and will say, "Yes!" This guide gives suggestions for planning alcohol/drug-free parties for these important nights in our teens' lives. **Why?** **Because we love them** and **they're worth it!** Here is a chance to give your teens a wonderful memory, keep them alive, build a tradition, **and** provide an alternative to which they can and will say, **"YES!"**.

These parties are succeeding because of the commitment of the parents planning the parties, the backing of the schools and local government, and the generous support of our communities. Students **like** celebrating all night with their friends and, at many schools, this has become **the** way to celebrate these special occasions.

This guide is full of ideas and suggestions. Use what seems appropriate for ***your*** community and forget the rest. These parties seem to succeed best when planned and implemented by **PARENTS**; use the school as a support group **only** and incorporate students wherever you wish.

It is hoped that ALL schools will **share** information and resources with each other. The idea is to provide a tragedy-free prom and graduation season (why not the whole year?) for **ALL** teens. These celebrations are not in ANY way meant to be a competition between communities, schools or parents.

All reports and surveys indicate that students are enjoying safe partying. Communities all over Virginia are reaching out to their young people with love, encouraging them to "***CELEBRATE LIFE!***" All of us working together can and have made a difference. Start early, make it a large group effort, plan every detail, keep your enthusiasm, and **be flexible**. This will be an exciting, fun event for all who are involved besides being a wonderful tradition for your school and a great memory for your teens. So, **DO** plan a party for *your* students—**THEY'RE WORTH IT!**

GOOD LUCK!

EVERYONE BENEFITS!

STUDENTS

- No one has to make a decision about alcohol and other drugs or mixing alcohol and/or other drugs with driving. There is no pressure to drink.
- The cost is minimal or free.
- At most parties everyone goes home with a prize or favor.
- Students will look back on this party as a very special night to remember.
- There's no pressure to have a date,
- Students experience what a great time they have celebrating without the use of alcohol or other drugs.
- A new tradition is established which works as a positive force to combat chemical use and driving under the influence of alcohol or other drugs.

STUDENTS: GRADUATION PARTIES

- EVERY senior has a party to attend on graduation night.
- All seniors are together to celebrate, perhaps for the last time.

STUDENTS: PROM PARTIES

- EVERY student has a party to attend on prom night—even if they have no date or cannot afford to attend the prom.

PARENTS

- Parents know their children won't be using alcohol or drugs at this event.
- Parents know their children will not be driving drunk or drugged, riding as passengers with a drunk or drugged driver, or be out on the road where another drunk or drugged driver may hit them.
- Parents know where their children are.
- Parents know their students are supervised.
- Parents make friends with other parents who work on the party.
- Parents may begin to question how the committee can provide other alcohol/drug-free social activities for youth.
- Parents may begin to question whether alcohol always has to be part of their own celebrations and how that may influence their children's celebrations.
- Parents may get involved in other school related activities after seeing how much fun this was.

THE COMMUNITY

- Everyone joins together to work toward a common goal.
- The community can take pride in providing a positive experience for teens.
- The community can discover how everyone working together can make a difference.

REASONS FOR BUSINESSES, ORGANIZATIONS, SCHOOL AND PARENTS TO HELP

- Benefits ALL students—no one is left out of the fun.
- Trying to prevent tragedy.
- Show teens they can have fun without using alcohol or other drugs.
- Give students a good choice rather than no choice.
- Prom and Graduation are the two highest-risk nights for any high school student.
- Prevent peer pressure to drink or use other drugs.
- Keep some parents from illegally serving alcohol to minors because they think there are no options.
- Give parents a worry-free night when they know their students are safe.
- Let school administrators rest easy knowing the students are safe.

GENERAL INFORMATION

CELEBRATION PURPOSE: *To provide an exciting memorable evening for students in an alcohol/drug-free atmosphere; thereby providing an educational example for both students and parents. "Outwardly, the gift is the party. But more subtly, the gift is life, and the preservation of it." —Chuck Cascio, South Lakes High School teacher, 1987.*

A. PARENTS' ROLE

The parents of the students play the most important role in organizing the party. The school should be in a support and advisory role **only** with the parents of students being the **major** party planners and workers. Incorporate the use of students, if desired, in whatever way seems to best fit the needs and wishes of the community.

The schools around the state who have had problems have all had one thing in common: their failure to make use of the ***parents of the students for whom the party is being given***. It is also important to draw parents from a variety of school groups (i.e. PTA/PTO, parents of various sports—not just one or just athletic boosters—parents from band, choir, orchestra, drama, debate team, foreign language clubs, class officers, photography, yearbook staff, newspaper, etc.)

Consider the following:

- Parents of the students are more willing to volunteer their time and talents to benefit their own child--and this project will take numerous volunteers many, many hours.
- Parents who are involved with planning are more likely to encourage their own student to attend the party.
- Parents who understand the concept of this party (and better still, are involved in helping) are not likely to give a counter party for their child and his/her friends---and serve alcohol.
- Many parents have talents, skills and community contacts that will be invaluable in planning a party of this kind.
- Parents know the hours their own child needs to be occupied with a safe activity.
- The parents may provide a large portion of the financial support needed to fund the party. If the party is to be billed as "a gift from the parents," then their support and sponsorship are a must.

In all cases, it is important that **no** parent be left out of mailings giving party details and that **all** feel welcome to help with the party regardless of race, religion, socio-economics, or any other factor. **It is imperative that party leaders not be seen as a clique giving a party for their own children**. To be truly successful, ALL must be offered the opportunity to join in this effort. This will assure that all parents feel some ownership in the party and are more committed to making it a success. Depending on the student population, it may be advisable to send out a general information letter in several languages.

Be sure the first letter to parents is specific as to **why** the celebration is being given. It should also detail **who is invited**; **who is giving the party**; the **date**, **time**, and **place the party will be held**, **student rules**, **cost to students**, **committees parents may join**, **other ways parents may help**, and that **donations will be accepted**. Stress the fact that the party will be a gala all-night alcohol/drug-free party for ALL *seniors* (graduation) or *class members* (prom or other occasion). Be sure underclass parents are informed if this is to be anything other than a graduation party or underclass students may not be allowed to stay all night simply because the parents don't understand the concept.

In some communities it is the administration, school board, drug contact/resource persons or organizations who initiate these celebrations rather than parents but parents still need to be involved since parents who are helping will be more willing to encourage their student to attend **this** party rather than give one of their own. If a community plans to hold both a prom and a gradation party, each party usually operates as a separate entity but coordinates activities, solicitations and prizes. NOTE: If both are held, one is usually *much* smaller than the other (fewer activities, decorations, prizes, etc.)

B. VOLUNTEERS

This is a project planned and implemented by volunteers. The more volunteers there are, the more successful the celebration will be with more students in attendance.

THE PARTY CHAIRPERSON, SECRETARY, TREASURER AND STEERING COMMITTEE

Choose one or more persons to be the party chairperson. In addition, find someone to serve as Treasurer, Secretary and members of the Steering Committee. This committee will be particularly important for a first year party but seems to be decreasingly important for succeeding parties as traditions are established and several major chairmen have been involved in prior parties. Many schools in their third and succeeding years use the Chairman, Secretary, and Treasurer or some combination of a **small** group of three or four persons in place of the larger Steering Committee.

VOLUNTEER COORDINATOR

Someone needs to keep track of who has volunteered, what positions need to be filled, and where each will actually serve. There will be many times when committees will request help for which the volunteer coordinator will need to recruit volunteers. Some persons will volunteer to help "anywhere they are needed" so it is important the Volunteer Coordinator know all of the party plans. If a parent volunteers, try to find *something* for them to do!

OTHER COMMITTEES

A variety of committees will be needed if this is to truly be a community effort. Yes, a couple of people could put the entire party together but obtaining and making use of as many people as possible almost assures a good turn-out from the students since many parents and community members will be aware of the celebration (and its purpose) and will encourage their children to attend. Make it easy on everyone—give as many people as possible a piece of the action.

Information pertaining to many areas of the party that may prove helpful to the general plans along with samples are included in the next few chapters. Some schools will want to make each of these areas a separate committee, others will combine some or all of them depending on the volunteers available. The following topics are covered:

- Activities
- Donations
- Chaperons/Security: WORKERS
- Food
- Clean-up
- Publicity/Public Relations
- Decorations
- Tickets/I.D.

KEEP GOOD RECORDS OF *WHAT* YOU DO AND *HOW* YOU DO IT.

All committee chairmen should plan to write a detailed report of their committee's specific activities including recommendations for next year's party to be filed with the party chairman within one week after the party. A form should be handed to them when they first begin work with a due date listed on it no later than one week after the party. Any later than this, people tend to procrastinate. Try to have an evaluation meeting of the chairmen on the report due date. The party will be fresh in everyone's mind and everyone will still be euphoric over the success of the party.

Those persons chairing small portions of the party will probably be extremely prompt with their report. Those chairing large committees who have put lots of time into this effort will take longer to accomplish this task partly because they want to put as much information into the report as possible and partly because they have reached a saturation point. Be patient; those people truly believe in the program and will write the report in time to hand it to next year's committee.

C. SPONSORSHIP AND/OR ENDORSEMENT

The main purpose of sponsorship/endorsement of the celebration by organizations other than parents is to obtain the free or reduced-rate use of a facility, obtain insurance coverage, encourage participation by both students and adults, and/or establish charitable contribution status. While there is no reason why parents acting alone cannot obtain any or all of these items, the use of already established community groups may cut through red-tape faster and easier as well as save money.

If *sponsorship* seems to be appropriate, consider using more than one sponsor. It may also be important to set some standards for sponsorship or the Steering Committee and/or parents may lose control of the celebration. For instance, it may be prudent in some cases to set a minimum for either a cash donation or in-kind contribution (value of gift given or loaned) in order for any group, business, organization, or individual to be listed as a sponsor.

NOTE: BE AWARE THAT PTA SPONSORSHIP ENTAILS FOLLOWING RULES ESTABLISHED THROUGH NATIONAL PTA BY-LAWS. *If your committee is unwilling to follow these rules, DON'T accept PTA sponsorship.*

Endorsements from organizations will be easier to obtain and lend credibility to the party while encouraging parents, other adults, and students to take an appropriate and active part.

A partial list of organizations or groups who may wish to sponsor or endorse a celebration of this type follows. Be original; there are many more to be found.

- **PTA/PTO/PTSA/SPTA**. PTAs and PTOs have an already established identity and rapport with the school administration as well as the school board and/or school superintendent. They may have contacts with city or county officials which can smooth the way for anything special the party planners may need as well as obtaining usage of some facilities. They may be willing to donate money, supply volunteers, and provide food or materials. They may also be able to provide insurance coverage.

The Virginia PTAs are all 501(c)(3) (charitable) organizations through the Virginia Congress of Parents and Teachers and are automatically recognized as such by the Internal Revenue Service—**IF** their Employer Identification Number (E.I.N.) is on file with the state organization—so all contributions made to them by businesses, organizations, or individuals are tax deductible. (NOTE: Contributions to *charitable* organizations, including transportation expenses of volunteers, are tax deductible while contributions to *non-profit* organizations are not.)

For additional information on 501(c)(3) status, sales tax, etc., see the section on TAXES, INSURANCE, LICENSES, ETC.

- **School Booster Clubs**. Many schools have highly organized booster groups (athletic, academic, musical, etc.) who may be willing to sponsor or endorse this activity. They may be willing to donate money, supply activity equipment, personnel, etc. Some of these MAY also be 501(c)(3) organizations.
- **Community Associations, Groups, and Organizations**. Facilities, financial support, and/or insurance may be available through a community association or other community organization. They may also have items which can be used by the various committees (decorations, games, etc.)
- **Town or County government**. Using a governing body as a co-sponsor may allow the use of facilities which are unavailable to the general public. For instance, in some areas certain facilities may only be used on particular nights. Since graduation or prom don't always fall on the night when the facilities may be used, having the governing body co-sponsor the event will probably mean a special-exception use-waiver for the facility.
- **Churches**. In many communities or private schools, churches may be a natural sponsor of this event as party purposes fit within most church activity guidelines. Churches may be willing to provide activity equipment, donate money, provide personnel, prepare food, etc.
- **Party facility**. The organization or business which controls the building where the committee wishes to hold the party may be willing to co-sponsor the event. By sponsoring, they will probably offer free, or at least reduced rate, use of their facilities. They may also provide additional liability insurance through their already existing policy and may provide some support personnel both before and after the party as well as throughout the night.
- **Celebrities**. Depending on the school area and the families of the students, celebrities from all fields (entertainment, sports, politics) may be available and may give a real boost to party attendance. However, it is important to keep in mind that the real celebrities should be the students. If the party will be overshadowed by TV coverage of a particular personality, perhaps attendance by that celebrity should be limited to pre-party publicity.

D. COMMUNITY SUPPORT

The support of the local community or the communities represented in the school is important for both the first celebration and all succeeding celebrations. Persons who hear about the celebration will offer advice and assistance and will help to build enthusiasm for following parties. The more enthusiasm that is generated, the better the party will be. Clubs, churches, civic and business organizations can all make announcements or run items in their newsletters which may generate support such as cash donations, prepared food, door prizes, equipment, volunteers, and supplies.

Many community service organizations (Optimist, Rotary, Lions Clubs, etc. are always looking for speakers for their monthly breakfast/lunch/dinner meeting and would be pleased to have someone (chairperson, donations chairperson, publicity chairperson, etc.) be their guest speaker.

The community will respond to the fact that this is an alcohol/drug-free alternative party with the object being to have every student alive and well the morning following the celebration. It would be wise **not to harp** on this when advertising to students since this can be an immediate turn off to them but they should be **well aware** of the party objectives: this is an alcohol/drug-free celebration and NO alcohol or other drugs will be tolerated at the party.

Madison County H.S., *Madison County*, makes their community aware of this event by placing an entry in the local July 5th parade and has won 1st place in the Civic Organization Entry Division (over 100 parade entries). Students ride on float using that year's party decorations. Signs on sides of float read: "Celebrate Life. Alcohol/Drug-Free Activities." Madison H.S. reports the crowd reads the caption and applauds the purpose. "We felt this was an innovative way to further promote the non-use of alcohol and other drugs to our public."

E. SCHOOL SUPPORT

The support of the local school is extremely important. The administration and faculty can help promote the party to students and this is the perfect opportunity for the parents and teachers to work together. It is, therefore, important to keep the faculty well-informed of the purpose, rules, and planned activities.

The school can help with publicity by allowing posters to be placed in prominent places around the building. Most faculty members are willing to wear buttons to advertise the party. Many teachers and staff members may also be willing to work at the party and those who volunteer will probably have as good a time as students. The school will probably be able to provide help disseminating information to both students and parents. While it is true that the parents alone could manage this, working with and through the school will save much time and energy.

Schools will differ in what they have available. This is a partial list of what they MAY be able to provide:

- Sets of class mailing labels
- Places to hang posters
- Bulk rate mailing permit
- Laminating of materials
- Printing of materials
- Artistic assistance
- Publicity with students
- Contacts with community groups
- Class list (including parents' names) with phone numbers & addresses (directory information **only**)
- Space in newsletter for articles before and after party
- Facilities to hold party and/or committee meetings
- Use of copy machines, opaque projectors, overhead projectors, lettering guides, etc.
- Individual and/or group pictures of students
- Storage space for supplies and decorative items between parties

Some school departments and/or teachers MAY be willing and able to work projects into the curriculum IF given enough lead time. These are a few ideas:

- *Woodworking Shop:* Build or refurbish carnival games, casino equipment, candid backdrops or props
- *Photography Dept.:* Take, develop or enlarge publicity photos, I.D. pictures
- *School Newspaper and/or Yearbook Staff:* Publicity, ads, articles
- *Print Shop:* Print letters to parents, letters to businesses, thank you posters or certificates, thank you notes, letterhead, etc.
- *Home Economics Dept.:* Make party foods, sew costumes for photo booth
- *Art Department:* Develop party logo, create posters

F. STUDENT SUPPORT

It is important to start early to build enthusiasm among the students. Some communities ask the students for party ideas while others keep all party preparations, including the theme, a secret; still other parties are organized and run by students. Use whatever approach seems to best fit the needs and wishes of **your** community.

Use student leaders to help with publicity through school P.A. announcements or use student photos on posters advertising specific activities. If some of the student leaders don't respond or respond negatively, don't get discouraged; there are other students who **will** be extremely enthusiastic. The first year is the hardest; after that, the party will sell itself to future classes and they will come forward to give unsolicited suggestions for "their" party.

To encourage reservations and as an incentive for early sign-ups, consider:

- Posting a list of all who have paid or made reservations as soon as approximately 10% of the eligible students can be listed. Update the list frequently. Eventually, it will be the "in" thing to have one's name on "the" list.
- Posting the reservations list on a theme-related poster or banner such as port holes for cruise, records for rock party, fish or beach balls for beach party, "take" boards or film for movies, banner behind airplane, or steam from train for travel theme.
- Displaying prizes and party activity posters
- Holding cash or other prize drawings (principal's parking space, movie passes, etc.)
- Giving T-shirts Note: Grad parties usually give T-shirts as publicity *before* the party, post-prom parties given T-shirts *after* the party as proof the students' attended.

Set a goal (tell the Steering Committee, NOT the students) by which the first year's success can be measured perhaps 50% of the class--and then let the excitement build as the reservations exceed that. Beginning a new tradition is a challenge but it will be exciting to watch the percentages grow on a yearly basis.

G. T-SHIRTS

T-shirts are liked by most students (and adults, too!) and are available with custom logos from a number of sources at a reasonable cost. Order mostly Large and Extra Large sizes as most students prefer T-shirts to be large and baggy.
Some ways to use T-shirts:

- Give them as students sign up for the party--may increase early registrations, helps publicity, can be "uniform" or "ticket" for the party.

- Give them to the first so many who attend the party—an incentive to arrive early.
- Give them to all who stay till breakfast—lets parents know if their student really spent the night at the party (particularly good for prom parties).
- Give them as door prizes.
- Sell them to chaperons and teachers.
- Print one color for students, another color for adults.
- Use for publicity.
- On back of shirt, list names of all donors who donate a set amount to the celebration.

Consider sending a T-shirt to Virginia Operation Prom/Graduation for display on the T-shirt boards which are used as a display at all workshops, conferences and large presentations—both in and out of state. Send to Sharon Murphy, VA OP/G, 11600 Sourwood Lane, Reston, VA 22091. Thanks!

H. VIDEO OF PARTY

Consider video taping the party for your school's future party planners as well as giving a copy to classes for future reunions. Video cameras are widely available for rent if no one on the committee owns one. If a professional is hired, be sure to agree on what is to be taped and whether anyone else may take photos or videos during the party. Some professionals, hoping to sell lots of copies, show basically student faces with a background song, showing very little of the real party activities or sounds and demand exclusive photo rights.

I. BORROWED ITEMS

Many people will be willing to loan items for use at the party. Obtaining the use of the items and marking them for return is the easy part. One party chairman remarked that it almost wasn't worth borrowing things because it was so difficult to find people home to return their items.

Consider designating one person to return all borrowed items after the party or having a day designated for pick-up of loaned items **by loaners**. This seems like an insignificant problem until one is faced with returning 50 to 100 strings of miniature Christmas tree lights (and making sure they are all still working!). If the task is left to the chairman, it may seem overwhelming while having this be the only duty of another volunteer seems more manageable.

J. SAMPLE PARTY SCHEDULE: *Adapt schedule for your party and your community.*

11:00 p.m. - 12:00 Midnight	Check in
11:00 p.m. - End of party	Music, at least in main area
11:00 p.m. - 3 or 3:30 a.m.	Activities, Snack food
12:00 p.m. - 4:00 a.m.	Draw for door prizes
3-3:30 a.m. - 4-4:30 a.m.	Special "lag-time" activity
4:00 a.m. - End of party	Breakfast
4:30 a.m. - End of party	• Distribute door prizes • Special activity (auction, raffle, "Academy Awards," etc.) • Redrawing of unclaimed door prizes • Grand prize drawings
End of party	"Hail & Farewell" (class or student gov. president says good-night or *at grad parties* invites everyone to attend future reunions, etc.)

K. AFTER THE PARTY

When the last student walks out the door, the party may be over but there are still things to be done:

- Clean-up. See Clean-up chapter.
- Thank You! See Donations chapter.
- Evaluation and committee reports need to be written by **every** chairman.
- All bills must be paid.
- Transition to next year's committee.

PARTY GUIDELINES

Decisions, Decisions, Decisions!

Specific party rules should be established well in advance and publicized to students, parents, community, and security personnel. This will let everyone know *exactly* what is expected. It is helpful if the celebration rules are as uniform as possible throughout the state, perhaps:

- No alcohol or other drugs will be allowed.
- Students must arrive at the party by a certain time.
- Students may leave any time they wish but may **NOT** return.
- Door prizes—or at least grand prizes—are not distributed until breakfast and **MUST** be claimed **in person**.
- Party is limited to eligible class members (and their dates, if applicable).

It is important to establish the fact that this party is NOT a lock-in. Students may leave whenever they wish, but they may NOT return.

The following questions are brought to your attention **BEFORE** the party plans are made. Each community should make its own decisions and should discuss each of these items **annually** as different parents chair the parties and head committees. Not only will this assure that these are the rules the committee wishes to follow, but committee members will understand WHY certain rules are being made and, therefore, be more willing to follow them.

1. WHO WILL BE INVITED? This may sound like a silly question until the committee really begins discussing *who* will be admitted. After-prom and graduation celebrations each bring their own set of problems as to whom should be allowed to attend. Remember that the night of the event, *someone* will need to be available near the door to make those last minute decisions that no one on the committee thought would occur.

***Graduation*:** Will it be only graduates from the school (remember some may not actually graduate until after summer session but are members of this class)? Will former members of the class who have moved away but are back to attend graduation as a guest be invited (assume they would have graduated with these students if they had not moved away)? Will students be allowed to bring a date from outside the invited group? What about married students—spouses cannot be considered "dates."

Some thoughts concerning dates at grad parties:

- For every person who wishes to bring a date, there will be one who will not attend because they have no date.
- Depending on class size, bringing dates could make the event unmanageable and a facility difficult to find as the size could potentially double. However, if the class if very small, bringing dates or one or more friends may be exactly what is needed.
- If underclassmen attend as seniors' dates, the party will not be the exciting event intended for them at a later date.
- Spouses of seniors. Yes, there are those high school seniors who are married. Think back to when you were a teenager or first married. Most newlyweds are unable to agree to let their spouse attend a co-ed party without them. This really is a different situation than bringing a date. Try to put yourself in their shoes: let the spouse come but draw the line there—NO babies or small children should be allowed to attend.
- Older dates or dates from other schools may cause control problems.
- How will graduates feel about having siblings attend as someone's date?

One solution to the dating problem: Publicize the party as "the last time for the class to be together as a class." Keep in mind that by limiting the party to graduates (no dates), it also makes party planning easier as the same theme, activity, and decorating ideas can be used as that of a neighboring school or a previous year's party since all party attendees will be new. Many schools report that seniors complaining about this rule later say they were glad the party was for seniors only as it seemed more special.

***Prom*:** Will students who do not attend prom be allowed to attend? How will underclassmen and non-student dates learn about rules? Many schools report having students who had to forfeit door prizes because their underclass dates had early curfews. Be sure ALL parents at the school have an opportunity to know about the rules and reasons the party is being held.

Virginia Information: Most grad parties limit attendance to class members *only* with exceptions made for former class members who would have graduated with the class had they not moved away, married student's spouses and foreign exchange students. Most prom parties allow everyone eligible to attend prom to attend the party and bring a *friend* (not necessarily a date) *regardless* of whether they attend the prom.

2. PARTY HOURS

WHAT TIME WILL THE PARTY BEGIN? It is advisable to set an outside limit when students must arrive in order to be admitted and then start the party before that. This allows for an "entry window."

Graduation: Midnight seems to be a good deadline in many communities as it allows most graduates' time with family or friends yet the party still begins on the same day as graduation. (Party would start by 11 p.m.) Some communities bus graduates directly to the party from graduation ceremonies if ceremony ends very late (some keep the party site a secret).

Prom: Take into account the time prom ends, where it is held, and whether students will want to change their clothes; however, don't allow too much time. Many have chosen to open the party doors at the same time prom ends (or even slightly earlier) as some students leave prom early or do not attend prom.

WHAT TIME WILL THE PARTY END? It is important to keep the party going until daylight. Students want to stay up *all night*; once it's light, they have accomplished that, will be tired, and will most likely go home to bed rather than to another party or somewhere to watch the sun rise while drinking.

Graduation and Prom: Try to keep the students occupied until at least 5:00 a.m. Sending them out on the street at 3:00 a.m. is asking for trouble. Don't be lulled into a false sense of security about them being too tired to do anything but go to bed just because the adults feel that way—or *your* child "insists everyone will be too tired to stay longer than that."

Virginia information: Most celebrations (prom and graduation) last 5-7 hours; beginning at midnight and releasing students between 5 and 6 a.m.

3. HOW LONG MUST PARTY ATTENDEES STAY? WILL THEY BE ALLOWED TO RE-ENTER THE PARTY? If the idea is to hold a celebration where no alcohol or drugs are present, then, ideally, no one should be allowed to re-enter as alcohol and drugs can be stashed outside or in cars. Most parties have a rule that party attendees may leave at any time but may NOT re-enter. *Students should be asked to sign out with name and time if they choose to leave early.* If there were an emergency, it is important to know how many people are in the building and who they are. Also, if someone is missing the next day, it is important to know if they left the party early.

Graduation: Each Steering Committee must decide if and/or how they will handle notifying parents of students who leave. Keep in mind that many students are 18 so legally "of age." Many parents, however, feel they should be told if the student leaves since they will not be up or worrying if the student is at the party.

Prom: Consider the issue carefully. Many students will be minors, some will be ages 18 to 21, others will be minors but not students at the school. Should both sets of parents of couples be called? Should calls be made to non-student dates' parents?

Prom/Grad: If the decision is to make calls, who will make them—a parent chaperon or the student? If it costs money, who pays? Should the phone number be provided by the student, taken from a school provided list, or will a permission slip be required which lists a phone number where parents may be reached during the night?

Virginia information: Most Virginia schools insist that students sign out with name and time if they are leaving before the party is officially over. Most call parents if students were expected but did not attend and many call parents if students leave early. NOTE: Be careful about getting the students' names correct. Several schools have reported students signing out with incorrect name so that when phone call is made, it does not go to *their* parent.

4. **WHAT ADULTS WILL BE ALLOWED TO ATTEND? WILL ADULT RELATIVES AND SIBLINGS BE ALLOWED TO HELP DURING THE PARTY?** Students will probably be quick to state that **no** adults should be present but:

- Many adults will be needed to make the evening run smoothly and/or satisfy the insurance requirements. Keep these to a minimum and try to keep everyone busy so students don't have the feeling they are being watched.
- Favorite teachers and administrators can be fun to have at the party helping with the activities.
- Grandparents and siblings may be best used in some capacity **before** the party such as decorating, preparing food or prizes, setting up, or addressing thank-you notes. Siblings will have their own party at a later date.
- Having all or most adults in attendance in simple "costumes" (blend with theme) or "uniforms" (dark slacks/skirts, white shirts) will help blend them into the party and help students forget the adults are someone's parents.

5. **WHAT WILL HAPPEN IF STUDENTS ARRIVE OBVIOUSLY DRUNK OR SMELLING OF ALCOHOL? Will parents be called? Will the student be sent home—alone, via parent, chaperon, or police? If not totally disorderly, will they be allowed to "rest" in a special room and join the party later?**

This has not been a problem in most areas but definite plans need to be made BEFORE the party so there will be no arguments if it should happen. There are many different opinions on how this should be handled so discuss and decide what best fits the philosophy of **your** Steering Committee. Be sure all security persons know how the situation is to be handled. **The students need to be aware of the consequences** of arriving under the influence of either alcohol or other drugs.

*It is **HIGHLY** recommended that **NO** student be allowed to drive in this condition. Be prepared. Most committees across the state are reporting that making the rules clear before the party has virtually eliminated problems in this area.*

Graduation: Since these students have graduated, the school rules cannot be held over their heads (suspension if caught using alcohol or other drugs, etc.). It is really important that this issue be discussed by the committee *before* the celebration to avoid later problems.

Prom: If only half of couple is in this condition, will other half be allowed to stay? What if he/she is not a member of the eligible class/classes; will this make a difference in what happens? Keep in mind that school is still in session and that most schools have a policy in place regarding alcohol and other drugs which usually involves suspension so the decision may be totally out of the committee's hands.

6. WHO WILL TELL PARENTS WHO ARRIVE OBVIOUSLY DRUNK OR SMELLING OF ALCOHOL THEY ARE NOT WELCOME? Amazingly enough, this has happened at some celebrations. Try to make it clear in the letter to chaperons/workers that the NO ALCOHOL/DRUGS rule applies to them, too. This will be a very unpleasant task and will probably fall to the main chairperson or the security committee chairperson. In many cases, one mixed drink or beer can cause the adult to smell slightly of alcohol which sends a very mixed message to our student participants: adults cannot get through this party without alcohol so why should the students?

7. IF THERE IS MONEY LEFT AFTER THE PARTY, WHAT WILL BE DONE WITH IT? NOTE: The Virginia Solicitation of Contributions Law, Section 57-57 N. states: ***"No person shall use or permit the use of the funds raised by a charitable solicitation for any purpose other than the solicited purpose or, with respect to funds raised by general appeals, the general purposes of the charitable or civic organization on whose behalf the solicitation was made."*** Be sure the choice made by the committee meets this code.

Following are some suggestions currently being used at various Virginia parties:

- Leave money for following year's party—early cash is always needed for deposits and supplies needed before donations and ticket money is available.
- Purchase equipment that can be used at these celebrations for years to come (casino equipment, activity equipment, decorating equipment, etc.)
- Give extra cash prizes at end of party (always leaving a cushion in case of unexpected bills—building damages, borrowed items that are lost or misplaced, forgotten bills).
- Give "mystery" scholarship to be determined after all bills have been paid—2-3 months following party.
- Purchase "thank-you" gift for facility or high school for help with facilitating celebration. NOTE: Amount spent should be a "token" amount—$100 maximum.

The following suggestions do **not** meet the guidelines set by the Contribution Law in Virginia as stated above and, therefore, **are illegal.**:

- Use money to fund other alcohol/drug-free school events during school year.
- Put excess into PTA/PTO, Booster Club or school bank (or other sponsor) account for general use.
- Give money to worthy community charity in honor of school, class or students.
- Give money to graduating class for the first class reunion—remember, the money was collected for an alcohol/drug-free celebration; the first reunion will probably be in approximately five years and will almost certainly feature alcohol since all students will be of legal drinking age by then.

If excess money will be spent for any other projects or activities (other than those directly associated with this celebration—or next year's, Include a line in the solicitation letter stating how any excess money will be spent.

★★★★★★★★★

WE'VE DECIDED ON OUR GUIDELINES, NOW WHAT?

After deciding on reasonable guidelines, adhere to them as closely as possible. There will always be someone seeking an exception and it is impossible to please everyone. Remember that ***sometimes we must be flexible*** so do what is reasonable and best for the **student** even though you may be breaking the rules the committee worked so hard to establish. Keep in mind that the main purpose of the party is to keep the students alive and safe.

PARTY FACILITY

Holding the party is more important than the facility **where** it is held. While students like going to new and different surroundings, **the school is a viable option and *may even be the best option.***

It is extremely important to reserve the use of the facility as early as possible. *A year ahead is not too early.* **If possible**, try to reserve an entire 24 hour period including the day of the party and a few hours after in order to have unlimited access to all areas that will be needed for decorating and clean-up. If two or more schools will be using the same facility, particularly on successive nights, consider using the same theme and sharing many decorations thus saving money, time, and effort for each school. *Be aware, however, that many facilities will only give you access two to three hours before the celebration begins which means your decoration and activity committees will need to be super organized.*

It is important to develop a good working relationship with the persons who own and/or manage the facility where the party is to be held which will smooth the way for the committees as well as the students. Someone who is thoroughly familiar with the facilities and with access to keys for all areas should be readily available the entire time preparation, the party, and clean-up are in progress.

GRADUATION: Since graduation ceremonies are held at various hours of the morning, afternoon, and evening, arrangements will need to be made for the committees to decorate and store party supplies in the facility without interfering with the parents' needs and desires to both attend graduation and have some family time before the party begins. Suggest to both parents and students that family celebrations might be less rushed on the night *before* graduation. Junior class parents are a good source of help in getting the facility ready at the last minute.

There are several things to look for in a facility some of which are necessary while others will simplify party tasks. The facility should:

- **Be in a safe location** with the ability to be secured against uninvited guests. Lighted parking areas will make both the students and the workers feel more secure in getting to and from the party.
- **Have enough space** to hold several simultaneous activities. Students like crowds and want constant reassurance that their classmates are also still present and having a great time; **pack as much into each area as possible**. Try to avoid putting single activities in small rooms.
- **Have restrooms**. These are **an absolute must** regardless of the size or place where the party is held.
- **Be an all-weather facility**. Decorations must usually be put up several hours before the party; some activities would be ruined in rain. Rescheduling due to inclement weather would defeat the purpose as well as resulting in the loss of many students and workers to previously planned activities or trips.
- **Have electricity**. While the party could be held without it, it will make many activities easier.
- **Have running water**--not a necessity but a great convenience.
- **Have cooking or food-warming facilities**. Again, a convenience. All food can be prepared elsewhere and served at the party or use hot plates and/or a refrigerator truck if necessary.
- **Have a telephone** to be used for emergencies or forgotten items. A cellular phone would satisfy this need.
- **Allow decorations**. They add so much to the festivities!

FINDING THE FACILITY

Some communities will have a number of suitable buildings in which a party of this type can be held while others may be limited to the school; some will be competing with other high schools in the same area while some communities may be looking for a large facility where a party can be held for two or more high schools who are joining together to have one party. If the party location is to be a secret, consider using a false name to reserve the facility as students may call around to find where the party is to be held. There surely are others but the list below should at least provide a starting point.

- School (elementary, middle, high)
- Community or recreation center
- National Guard Armory
- Shopping mall
- Empty building or store in strip mall
- Grange Hall or similar
- Church or synagogue
- Health or athletic club
- Indoor swimming pool
- Theater or theater complex
- YWCA, YMCA or similar
- College student union building
- Warehouse or storage facility
- Masonic or Oddfellow Hall or similar
- Elks, Moose, American Legion, VFW Hall or similar

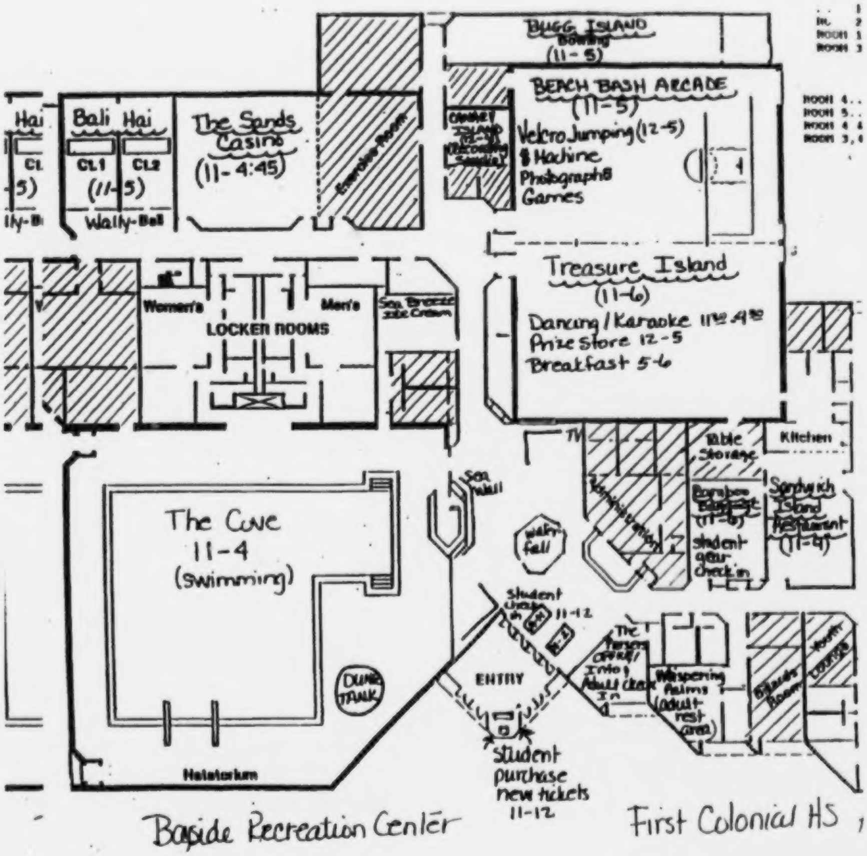
- Party boat (some accommodate 500-750 persons)
- Bowling alley, skating rink, racquet club, or similar
- Indoor stadium, convention center or similar
- Firehouse
- Barn
- Restaurant—may not allow food to be brought in
- Hotel—may not allow other food
- Country club—may not allow other food

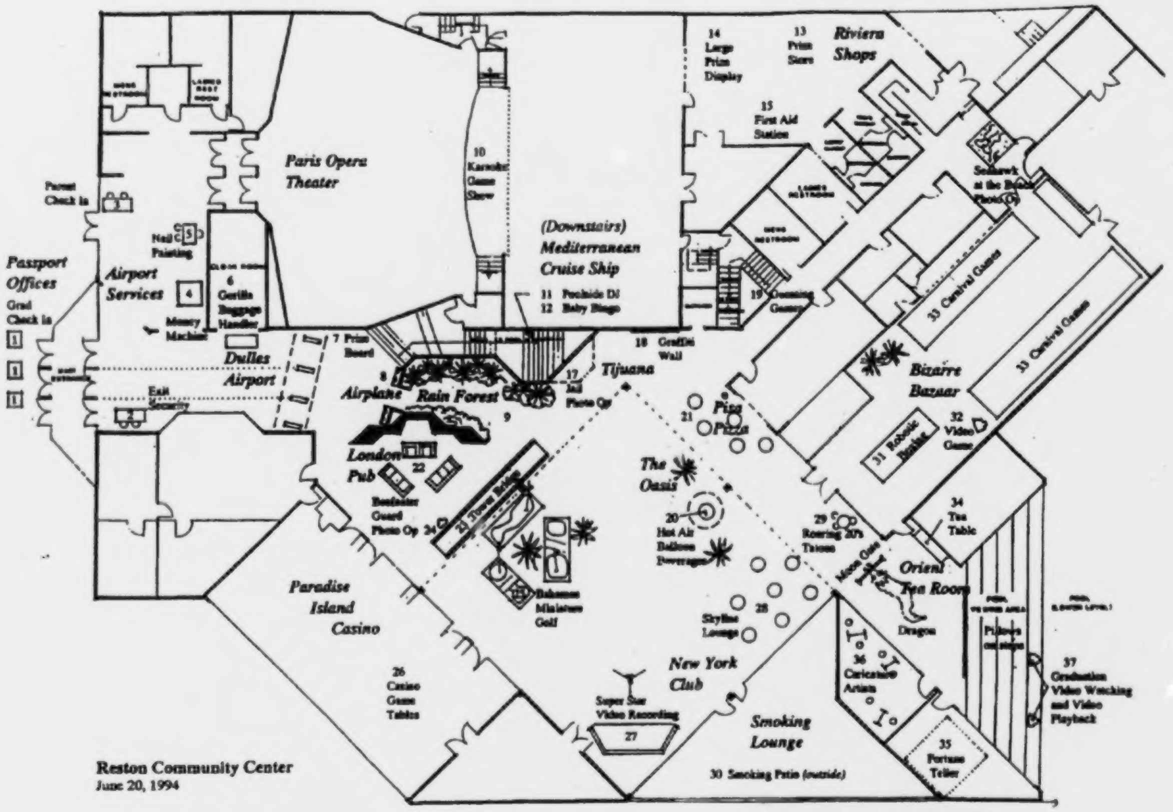
LAYING OUT THE FACILITY

A couple of large rooms where all of the activities can be crammed together may work better than lots of small rooms. Students like to be crowded. They think the party is more fun if there is lots going on in a small space and there is lots of noise. Putting one activity in each room can cause a party to die simply because the students feel there is no excitement. They like to be able to watch their classmates doing other activities while they do something entirely different. They also like to watch other activities while they wait in line. Most importantly, they want the constant reassurance that they are not the only ones still there.

Sample Facility Layout

First Colonial H.S., *Virginia Beach City.*





South Lakes All Night Graduation Party

AROUND THE WORLD with '94

OUR MAP

Passport Offices
1 Grad Check In *(outside)*
2 Exit Security Table *(inside)*

Airport Services
3 Parent Check In
4 Money Machine
5 Nail Painting

Dulles Airport
6 Gorilla Baggage Handler
7 Prize Board
8 ***Airplane***
9 ***South American Rain Forest***

France: Paris Opera Theater
10 Karaoke Game Show

Mediterranean Cruise Ship (downstairs)
11 Poolside DJ
12 Baby Bingo

Riviera Shops
13 Prize store
14 Large Prize Display
15 First Aid Station
16 Seahawk at the Beach photo op

Mexico: Tijuana
17 Jail photo op
18 Graffiti wall
19 Guessing games

Mideast: The Oasis
20 Hot Air Balloon beverages
21 ***Italy:*** *Pisa Pizza*
22 ***England: London Pub***
23 Tower Bridge
24 Beefeater Guard photo op

Bahamas: Paradise Island
25 Miniature golf
26 Casino games

USA: New York Club
27 Video stage super star
28 Skyline Lounge
29 Roaring 20's tattoo parlor
30 Smoking patio *(outside)*

Africa: Bizarre Bazaar
31 Robotic boxing
32 Video game
33 Carnival games
34 ***Orient Tea Room***
35 Fortune teller
36 Caricature artists
37 Graduation video watching and video playback

BEST COPY AVAILABLE

TAXES, LICENSES, INSURANCE, ETC.

THIS INFORMATION IS MEANT TO BE A GUIDE ONLY. IF YOU ARE UNSURE ABOUT *ANY* ITEM, CONSULT AN ATTORNEY. Many attorneys will work with the celebration organizers on a pro-bono basis as their donation to the party. If possible, find an attorney that has a student in your school. Remember to keep the questions strictly related to party matters—and to give them credit for their donation at their regular billing rate.

CHECKING ACCOUNTS

Your celebration will need a checking account. ALL banks *require* an identification number to open a checking account. This number should be an Employer Identification Number (E.I.N.) issued by the Internal Revenue Service (I.R.S.) **Under NO circumstances should an individual's Social Security number be used as the identifying number on the committee's checking account.** If the celebration is sponsored by the PTA or another organization, the E.I.N. used, should be that of the sponsoring organization. This number remains with the account and is passed on from year to year. If your committee needs to obtain their own I.D. number, see below for information.

If your celebration is sponsored by another organization (PTA, etc.), be sure to check with them concerning the number of signatures required per check, etc. This organization may also have requirements concerning bonding of officers. If the celebration is not sponsored by an outside group, consider purchasing a bond to cover the amount of *cash* that flows through this account annually and the persons who have access to this cash (persons with access to the checking account or donations committee). Check with an insurance agent for particulars.

EMPLOYER IDENTIFICATION NUMBER (E.I.N.)

If your celebration is NOT sponsored by another group, the celebration committee treasurer should apply for an E.I.N. from the I.R.S. This number should then stay with the celebration committee regardless of changes in committee members, bank accounts, or banks. However, if an organization (such as the PTA) becomes the sponsor, the number on the bank account should be changed to that organization's E.I.N.

An E.I.N. is easy to obtain from the I.R.S. by filing Form SS-4. The number may be obtained over the phone but the form must still be completed and mailed or faxed to the I.R.S. To obtain an E.I.N. **over the phone**:

- Obtain Form SS-4 by calling 1-800-829-3676.
- Fill out Form SS-4 **completely**—including:
  - Name of Applicant: organization's "True legal name," and address.
  - Entity Type: check *Other nonprofit organization*: "Substance Abuse Prevention."
  - Reason for applying: check Banking Purpose: "Checking."
  - Organization's starting date and fiscal year must be given (Questions 10 & 11).
  - Principal activity or service: "Educational—Substance Abuse Prevention."
- Answer **ALL** questions. Some will be "N/A" (not applicable).
- Call (215) 961-3980 (Philadelphia I.R.S.) between 7:30 a.m. and 2:30 p.m. Eastern time. You will be asked to read them specific information from the **completed** Form SS-4.
- The I.R.S. will issue the E.I.N. over the phone, request that you write it in the upper right hand corner of the form and return the completed SS-4 to them by mail or fax.
  - To mail: Send to the I.R.S. Center that serves your area. In Virginia: I.R.S. Service Center, Philadelphia, PA 19255.
  - To FAX: The number is (215) 961-3990.

You may immediately begin using the number as soon as it is issued over the phone (i.e. open checking account). To obtain an E.I.N. by mail: fill in Form SS-4, mail it, wait for the I.R.S. to send back the number. If a response does not arrive within six weeks, reapply or call them.

DIFFERENCE BETWEEN NON-PROFIT AND CHARITABLE

All celebration committees are Non-Profit—no individual or group will make a profit. However, donations to *non-profit* organizations are NOT *legal* **charitable** deductions on income tax forms in the eyes of the I.R.S. To be classified as a *charitable* organization—and, therefore, donations made to the organization are *legal* tax deductions—**the organization must be so designated by the I.R.S.** However, the organization will NOT need to *pay* income taxes but *may* need to report information to the I.R.S. See Income Taxes below.

The celebration MAY be *charitable* **IF** it meets one of the following:

- **The celebration is sponsored by the local school PTA AND the local PTA has filed their Employer Identification Number (E.I.N.) with the State PTA Treasurer.** NOTE: In this case the PTA's E.I.N.

should be on the party account. (DON'T use the treasurer's personal social security number as the identifying number.) All local PTA's are automatically part of the 501(C)(3)—charitable—filing of the state and national PTA organizations **IF** the local PTA has filed their E.I.N. with the state PTA treasurer.

- **The celebration committee has filed and been granted 501(c)(3) status by the I.R.S. in its own right.** To file: the organization must be *legally* established (incorporated or formed according to *state* statutes) BEFORE filing the I.R.S. forms and *both the I.R.S. and Virginia require particular wording on this form*. Obtain a "Business Registration Guide" from the State Corporation Commission, Corporate Operations Division Office, P.O. Box 1197, Richmond, VA 23209-1197 or call (804) 786-3733. Obtain I.R.S. Publication #557 (Tax-Exempt Status for Your Organization) and Package #1023 (Application for Recognition of Exemption). Establish By-Laws (*certain items are required to be included*). Forms 8718, 1023, and 872C along with *ALL* of their pertinent documentation **must** be filed. The organization will also need its own Employer Identification Number (see above).

NOTE: There are fees connected with much of this filing. Most are one time fees but some are not. Read everything carefully. **It is HIGHLY recommended that you have an attorney read over everything you file for 501(c)(3) status.** HINT: This status will probably not be granted *unless* you are providing substance abuse *education and prevention* information—*to students, parents, and the community*. **Use the word "celebration,"** NOT "party." Since IRS Form 1023 must be filed in a timely manner, obtain all packets before doing *anything*. **Keep copies of EVERYTHING sent to the I.R.S.!!!!** Expect them to ask for clarification on at least one item before they grant anything.

INCOME TAX

All celebrations are non-profit and, therefore, should not be subject to state or federal income tax. HOWEVER, if the **value** of all donations—**goods, services and cash**—totals $25,000 to $100,000, a federal tax form 990EZ (Short Form Return of an Organization Exempt from Income Tax) MUST be filed along with all pertinent documentation and, in some states (NOT Virginia), a state informational form must also be filed. If the value of all donations exceeds $100,000, the long Form 990 MUST be filed.

NOTE: Regional organizations must also track the value of goods, services, and cash donated to them for distribution to individual schools and may need to file I.R.S. Form 990.

Your committee **may** need to file a federal **information** tax form (Form 990EZ or Form 990) depending upon how cash, services, and goods were donated or raised:

- **ALL money and donations from ALL sources must be combined** and a tax form filed depending upon the dollar amount.
- **If your committee is sponsored by the PTA**, be sure to give all pertinent information (what you received, who gave it, how much it was worth [ask the donor for a value if it is not apparent], and who received it if it was given away) to the PTA treasurer to be combined with other PTA financial information so that a determination can be made regarding the need to file Form 990.
- **If your committee is sponsored directly by the school** where all money goes through the school's finance officer, be sure to comply with all of their requests for information.
- Gross income (includes donations—cash, goods AND services—plus tickets and fundraisers) **up to $24,999.99: NOT required to file a form**
- Gross income (includes donations—cash, goods AND services—plus tickets and fundraisers) **between $25,000.00 and $99,999.99: REQUIRED to file Form 990 EZ**
- Gross income (includes donations—cash, goods AND services—plus tickets and fundraisers) of **$100,000.00 and over: REQUIRED to file Form 990** (long form).

NOTE: GROSS income is the value of ***everything*** your committee received ***before*** **expenses**.

SALES TAX

Items purchased for After-Prom and All Night Grad Celebrations are NOT exempt from Virginia state sales tax. Other states may have different rules.

Items exempt from Virginia sales tax purchased by the PTA are classified as: "Tangible personal property purchased by Parent Teacher Associations and other groups associated with non-profit elementary and secondary schools in connection with fund raising activities where the net proceeds will be contributed directly to the school or used by the group to purchase certified school equipment; and certified school equipment purchased by such groups for contribution directly to the nonprofit school."

Even schools pay sales tax on some items; therefore, as of September of 1994, the Virginia Department of Taxation has advised that sales tax should be paid on items purchased for these celebrations. For further information, contact: Virginia Dept. of Taxation, Sales & Use Tax Dept., 2220 West Broad Street, Richmond, VA 23220. Phone: (804) 367-8037. (Note: This can only be changed by the state legislature. Contact your own state senator or delegate for further information.)

LICENSES

SOLICITATION LICENSE

Check to see if your state requires a solicitation license. If it does, is your organization eligible for an exemption? There may be county and/or city licenses required as well. Having the proper license (or exemption) will eliminate receiving a warning from the state, county, or city threatening a fine and/or jail term for non-compliance.

ALL VIRGINIA SCHOOL PARTY COMMITTEES MUST FILE A *ONE TIME* APPLICATION FOR EXEMPTION and pay a *one time* fee of $10.

During the 1991-92 school year the Virginia Department of Agriculture and Consumer Services, Division of Consumer Affairs, required **ALL** party committees in the state to file Form 100-A: Virginia Exemption Application—Educational Institutions. **The Virginia Solicitation of Contributions Law requires all organizations wishing to solicit for a charitable purpose in Virginia to file with that office thirty (30) days prior to any solicitation.** This one time exemption certification also exempts each organization who files from obtaining a solicitation license from any Virginia counties or cities where they may wish to make appeals.

The following excerpts are included for your information.

Section 57-48 states: solicit or solicitation means whether directly or indirectly:

- through oral or written request;
- announcement to the press;
- over the radio or television, or by telephone or telegraph;
- the distribution, circulation, posting or publishing of any handbill, written advertisement or other publication which directly or by implication seeks to obtain public support;
- or the sale of, offer or attempt to sell, any advertisement, advertising space, subscription, ticket, or any service or tangible item in connection with which any appeal is made for any charitable purpose or where the name of any charitable or civic organization is used or referred to in any such appeal.

The celebrations fall into the qualifications as stated in the Code of Virginia (1950) and amended, Section 57-60.A.1.: "Educational Institutions that are accredited by the Board of Education, by a regional accrediting association or by an organization affiliated with the National Commission on Accrediting... **any foundation having an established identity with any of the aforementioned education institutions...**"

Section 57-52: "...If the Commissioner determines that any charitable or civic organization not registered with his office and not exempt from registration, irrespective of whether such organization is subject to the jurisdiction of this Commonwealth, has solicited or may be soliciting in this Commonwealth, directly or indirectly...(by whatever means)...he may, after ten days' written notice mailed to the ... organization, cause to be printed in one or more newspapers published in this commonwealth a notice in substantially the following form: "WARNING—UNREGISTERED CHARITABLE SOLICITATION. The organization named below has solicited contributions from Virginia citizens for allegedly charitable purposes. It has not registered with or been granted the appropriate exempt status by the Commissioner as required by law. Contributors are cautioned that their contributions to such organization may be used for non-charitable purposes."

Section 57-57, D: "...No person shall represent or imply that a contributor will be entitled to an income tax deduction for his contribution unless a signed opinion of counsel or an I.R.S. ruling or determination letter holding gifts to such organization to be deductible has been obtained."

Section 57-57, G: "No charitable ... organization shall accept any contribution exceeding five dollars in cash or tangible property without providing, on request of the donor, a written receipt acknowledging such contribution on behalf of the organization."

Section 57-57, J: "No charitable or civic organization shall allow a professional solicitor to solicit on its behalf if the professional solicitor has not registered pursuant to Section 57-61."

Section 57-57 N.: "***No person shall use or permit the use of the funds raised by a charitable solicitation for any purpose other than the solicited purpose*** or, with respect to funds raised by general appeals, the general purposes of the charitable or civic organization on whose behalf the solicitation was made."

Section 57-59: Enforcement of chapter; penalties. "A. Any person who willfully and knowingly violates or causes to be violated any provision of this chapter, or who shall willfully and knowingly give false or incorrect information ... in filing statements or reports required by this chapter, whether such report or statement is verified or not, shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced for the first offense to pay a fine of not less than $100 and not more than $500 or undergo imprisonment for not more than six months, or both, and for the second and any subsequent offense to pay a fine of not less than $500 and not more than $1000 or to undergo imprisonment for not more than one year, or both."

Section 57-60 (a): "The following persons shall be exempt from the registration requirements ... but shall otherwise be subject to the provisions of this chapter: (1) Educational institutions that are accredited by the Board of Education, by a regional accrediting association or by an organization affiliated with the National Commission on Accrediting, the Assoc. Montessori Internationale, the American Montessori Society, or the Virginia Association of Independent Schools, any foundation having an established identity with any of the aforementioned education institutions, ..."

Section 57-61.1: Time and effect of registration. "A. Registrations ... are effective, if complete, upon receipt by the Commissioner..."

Section 57-63. Local ordinances. "(a) The governing body of any city, town or county may ... provide for the regulation and licensing of charitable or civic organizations soliciting within the city, town or county, and for penalties for violation thereof..." "(a)(2) No charitable organization exempt from registration under Section 57-60 (a)(1) ... shall be required to be licensed (by the locality) ..."

TO REGISTER: (NOTE: *This must only be done one time*. The exemption last the life of the school. The school, however, should periodically update its list of recognized organizations and groups that support the school by sending in a new letter to the state agency.)

The following forms **MUST** be filled out and returned with a $10 check to VA Dept. of Agriculture and Consumer Services, P.O. Box 526, Richmond, VA 23204-0562.

- **Remittance Form* for Charitable or Civic Organization**
- **Form 100-A** (Check YES to Box 6 and 6A and NO to Box 6B); have signature on back page notarized.

The following items **MUST** be attached:

- **Check for $10** made payable to "Treasurer, Commonwealth of Virginia."
- **Copy of Accreditation Certificate** (obtain from school principal)
- **Letter from school principal** acknowledging the organization's support of the school. This must be an original on school letterhead signed by the principal and may be as simple as: "This is to certify that ___________ (name of all night celebration organization/committee) supports ____________ high school."
- **A current financial statement: A copy of the signed and completed IRS Form 990 or 990EZ—IF** required by the I.R.S. (your organization took in $25,000 or more in donations [cash, services in-kind donations] last year), **OR**, if the organization's annual income is less than $25,000, a ***certified* treasurer's report for the past fiscal year** (to certify simply have the treasurer write "I certify this to be a true copy of the financial statement of _______ organization for the ____ school year. [signed] ______, Treasurer, ____ [date signed]); except that when newly organized and has no financial history, a budget for the current fiscal year.
- **Current listing of the officers, directors, trustees, etc.**, including their names and addresses. (Steering Committee)

The following items must be sent IF they are pertinent:

- **Signed copy of all current contracts with any professional fund-raising counsel or solicitor**
- **Copy of the certificate of incorporation, articles of incorporation** or other governing document
- **Copy of organization's bylaws and any amendments**
- **Copy of I.R.S. tax exempt status notification letter [501(c)(3) designation]** or copy of completed application, if pending

***Regional groups formed to solicit for a number of schools collectively may also qualify for the exemption. NOTE: This is in addition to each school filing for their own exemption.**

* File all of the above information as listed above **except** that, **in addition**, the regional group **must** supply:

- One letter from **each** school it represents—as above from the school principal acknowledging the regional organization's support of the school.
- A copy of the accreditation certificate from **each** school it represents.

* If this exemption is not obtained, regional groups must then file Form 102 **annually** along with approximately 16 pieces of documentation, a $100 initial filing fee, and an annual fee between $30 and $325, depending on the value of your gross contributions.

If you have questions or would like a complete Virginia Solicitation of Contributions Law packet write or call:

Jo Freeman, Investigator (804) 786-1343
Office of Registrations
State Division of Consumer Affairs
Virginia Dept. of Agriculture and Consumer Services
P.O. Box 1163
Richmond, VA 23209-1163

VIDEO LICENSE

OBTAINING PERMISSION TO USE VIDEOS (MOVIES) AT THE PARTY

ALL celebrations who plan to use commercial videos (i.e. major Hollywood movies) MUST have a license. It doesn't matter how or where the video is obtained, a one-night license **MUST** be purchased.

The Motion Picture Licensing Corporation (MPLC) is an independent copyright licensing service exclusively authorized by major Hollywood motion picture studios to grant Umbrella Licenses to corporate entities and any other organization or institution (both profit and non-profit), as well as federal, state and local government, for the public performance of home videocassettes and videodiscs. For information (or to discuss fees) write to:

Motion Picture Licensing Corporation
13315 Washington Boulevard, Third Floor
Los Angeles, California 90066-5145
(800) 462-8855 (in CA: 310/822-8855)

THE COPYRIGHT LAW (This information comes directly from the Motion Picture Licensing Corporation.)

By law, as well as by intent, the pre-recorded videocassettes and videodiscs which are available in stores throughout the United States are ***for home use only***— unless you have a license to show them elsewhere.

The *Federal Copyright Act* (Public Law 94-553, Title 17 of the United States Code) contains simple, straightforward rules governing showings of *video* material. These rules are summarized in the following paragraphs:

- The rental or purchase of a home videocassette *does not* carry with it the right to show it outside the home (Section 202).
- Home videocassettes may also be shown, without a license, in the home to "a normal circle of a family and its social acquaintances" (Section 101) because such showings are not "public."
- Home videocassettes may also be shown, without a license, in certain narrowly defined "face-to-face teaching activities (Section 110.1) because the law makes a specific, limited exception for such showings. ***There are no other exceptions.***
- **All other showings of home videocassettes are *illegal unless they have been authorized by license.*** Even "performances in 'semipublic' places such as clubs, lodges, factories, summer camps and schools are 'public' performances subject to copyright control" (Senate Report No. 94-473, page 60; House Report No. 94-1476, page 64).
- Businesses, institutions, organizations, companies or individuals wishing to engage in non-home showings of home videocassettes *must* secure licenses to do so—*regardless* of whether an admission or other fee is charged (Section 501). This legal requirement applies *equally* to profit-making organizations and nonprofit institutions (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62).
- Showings of home videocassettes without a license, when one is required, are an *infringement of copyright*. If done "willfully and for purposes of commercial advantage or private financial gain," they are a *Federal crime* (Section 506). In addition, even innocent or inadvertent infringers are subject to *substantial civil damages* (ranging from $500 to $20,000 for each illegal showing) and other penalties (Sections 501-505).

EXHIBITION QUESTIONS & ANSWERS

Anyone showing videocassettes or videodiscs at any place outside the home requires a license. While each business, institution, organization or government body is unique in its respective way, they share common questions regarding the showing of home videocassettes. Below are some frequently asked questions.

Q. We own the pre-recorded home videocassettes we would like to exhibit. Are we required to have a public performance license to show them?
A. Yes. The mere purchase or rental of a pre-recorded home videocassette does not carry with it the right to exhibit. You are required to have a public performance license.

Q. We will not be charging admission when we exhibit a video. Do we need a license?
A. Yes. It makes no difference under the law whether or not you charge admission; you still need a public performance license to exhibit the video. However, the **MPLC Umbrella License** covers only those situations where admission is not charged.

Q. How much does an **Umbrella License** cost?
A. **MPLC** licenses are very low in price and tailored to the user's needs.

Q. We are a non-profit organization. Are we required to be licensed?
A. Yes. The legal requirement to be licensed for public performances of home videocassettes applies equally to non-profit and profit-making organizations.

Q. Do Sunday schools or similar settings qualify for face-to-face teaching exemptions?
A. No. The educational exemption is narrowly defined and applies to full-time, non-profit academic institutions only.

Q. We would like to show home video cassettes on our closed-circuit system in our facility. Do we need to be licensed?

A. Yes. The Copyright Act provides that closed-circuit showings are **automatically** deemed public performances.

Q. Can I show movies taped off television?
A. No. Material taped off television or cable TV may not be publicly shown at any time, even if the producing studio is otherwise covered by a **license.**

Q. How do I apply for a license?
A. Call **MPLC** to receive a quote for a 12-month license. Complete the application and send it in along with your payment, or ask to be billed.

INSURANCE

Insurance is a **MUST!!!** **It is *really* important that this celebration be covered by liability insurance.** Do NOT make the mistake of assuming that no one will be hurt or that if they are, they won't sue. Consider SAFETY for all phases of this celebration. Follow all safety rules and regulations set up by the party facility, your school, law enforcement officers, and fire department and/or fire marshal.

If pre-celebration inspections are available from any of the above groups, make use of them and be sure to get a *signed release* from the inspector for the party records. If your group is involved in a law suit, you and/or your group may be dismissed from it immediately based on these signed inspection forms.

Be sure to request (require) a copy of each activity vendor's liability insurance form *each* year. Put this copy in your committee's permanent record file. If a vendor damages the facility or anyone is injured, you will have the name and address of the vendor's insurance company and can contact them if the vendor refuses to do so.

Start early to research this item. Check with the facility where the party will be held, any party sponsors, and the school. If there are many parties in your area, a group policy may be purchased which could cut costs considerably. Be sure to check the number of chaperons required to fulfill the insurance requirements. Check also with the facility and fire marshal concerning their rules and regulations.

In Virginia since the 1988-89 school year, all PTA's who purchase the Virginia Congress of PTA's (state PTA) insurance policy have coverage for all-night parties. For further information, contact your high school's PTA president. For *Virginia* high schools who do not have a PTA but would like more information about forming one or converting their PT*O* to a PT*A*, write the Virginia Congress of Parents and Teachers at 3810 Augusta Avenue, Richmond, Virginia 23230.

To Recap:

- If your school's PTA is sponsoring the celebration, ask them to purchase the state PTA insurance policy (approximately $130 a year).
- Check with the party facility to see if their insurance will cover the celebration.
- Check with contractors who will be supplying equipment on contract (i.e., recording studio, D.J., games, special lighting) to be sure they also carry liability insurance; request a copy of the policy for your records. *NOTE: If the PTA is sponsoring your celebration, the PTA president must sign all contracts according to PTA By-Laws.*
- Check with your school regarding the school's coverage and whether the celebration might be covered by the school system. (After prom parties *may* be considered an extension of school activities.)
- **If necessary, purchase a policy for one night.**

To avoid legal problems involving insurance and litigation:

- Follow **ALL** rules set by facility where celebration will be held.
- Follow ALL rules established by the local fire marshal for the safety of all decorations and activities. They are for your physical and legal protection.
- Personally check all certification cards of safety persons hired or volunteering to work the party—particularly those around water. Be sure certifications are current and the ones required by law.
- Use common sense in planning the location and type of all activities.
- **Think SAFETY at all times.**
- Have an emergency evacuation plan for the party facility. Be sure all key volunteers—particularly steering committee and security staff—are aware of it.
- Practice good safety precautions when handling food.

THIS INFORMATION IS MEANT TO BE A GUIDE ONLY. IF YOU ARE UNSURE ABOUT *ANY* ITEM, CONSULT AN ATTORNEY. Many attorneys will work with the celebraton organizers on a pro-bono basis as their donation to the party. If possible, find an attorney that has a student in your school. Remember to keep the questions strictly related to party matters—and to give them credit for their donation at their regular billing rate.

PTA - CELEBRATION COMMITTEE RELATIONSHIP

Agreeing to have your school's PTA sponsor the all-night alcohol/drug-free prom or graduation celebration can have many benefits but also entails some restrictions and responsibilities for the celebration committee. **If your committee desires and accepts the benefits, they MUST accept the restrictions and responsibilities.** Sponsorship by a PTA *usually* entails having a member (chairman or treasurer) sit on the PTA board.

BENEFITS of PTA sponsorship of all-night alcohol/drug-free prom/graduation celebrations:

- Use of PTA liability insurance: 1994 Virginia cost -- $128 per year per PTA; covers ALL activities *sponsored* by the PTA during the year.
- Recognized channels of communication between PTA and principal, superintendent, school board, etc.
- Automatic charitable tax status (ALL *donations* (not ticket sales) are *legal* tax deductions for donors) (Local PTA is under the state PTA which is under the national PTA umbrella.)
- Credibility and validity in community
- PTA treasurer files I.R.S. forms--including celebration information, if required (combined finances--including donated items, services and facilities--of $25,000 or more *requires* filing Form 990). ***All money raised by any method must be included.*** (Those schools holding grocery or department store gift certificate fundraisers must account for *all* of the money collected. I.e., if you collect $20,000 and use $18,000 of it to purchase the coupons [keeping $2,000 as profit], you must account for *all* $20,000--not just the $2000 profit.)

NOTE: PTO's do not have access to the liability insurance policy mentioned above and may or may not be officially classified as a charitable organization (501 [c][3]) by the I.R.S.

In Virginia, sponsorship of this project by a PTA does NOT exempt the committee or the PTA from paying sales tax on items purchased for the celebration. This includes *all* supplies, prizes, favors, food, decorations: *everything!* NOTE: the *only* items exempted from sales tax for the PTA are items that will be donated to and used by the school or items for a fundraiser being held to purchase an item for the school. Sales tax must be paid on *any* items that will be *kept by the students*--athletic/academic/music letters, T-shirts, etc.

Insisting on a PTA exemption by taking one of the state exemption forms with the PTA name on it *may* persuade a vendor to let you avoid paying him the tax BUT, if the vendor is audited by the state taxation department (and many are), the vendor will be required to pay this tax out of his funds--usually with a penalty. Now you have both cheated the vendor *and* created bad will for future celebrations and, possibly, other school events.

RESTRICTIONS AND RESPONSIBILITIES of celebration committee to PTA:

- **Reports.** Report on a *regular* monthly basis to your PTA Board. (PTA Board may require Celebration Chairperson to be member of PTA Board. All committee chairpersons should be members of the PTA.)
- **Contracts.** Confer with PTA president *before* signing any contracts. ***In most cases, the PTA President is the ONLY person authorized (by PTA By-Laws) to sign contracts that obligate the PTA.*** NOTE: Contracts automatically obligate the PTA through their insurance policy. If a law suit should be filed, the PTA will also be named and it is their policy that will be used to pay any attorney fees, court costs, or (heaven, forbid!) damages.
- **Vendor's Liability Insurance Policies.** Request a *copy* of each vendor's (those with whom you have contracts) liability insurance policy. This includes all activity vendors and any food vendors your committee has *paid* to provide on-site food production and service. These copies should remain with the contracts and be kept as part of the celebration records.
- **Checking Accounts.** The PTA will probably agree to a separate checking account for the celebration committee but the account MUST carry the PTA's Employer Identification Number (E.I.N.) If the PTA has purchased a bond, the celebration treasurer (and anyone else able to sign checks) should be named in the bond which may entail serving on the PTA executive committee.
- **Fundraising.** Check with PTA president/board ***before*** planning a fundraiser to be sure fundraiser doesn't conflict with PTA By-laws or state PTA rules and will not be in conflict with a regular PTA program or fundraising effort or a school function. If licenses are needed, be sure to obtain permits and give copies to the PTA treasurer. Be sure all required follow up reports and paperwork are filed with the proper officials in a timely manner. Give the PTA treasurer a copy of *EVERY* report filed as well as a **detailed** financial report of the event.
- **Excess Funds at end of Celebration:** Agree with the PTA president/board *in advance* about what will happen with any left over items or cash.

- **It is against Virginia law to solicit for one purpose and use the funds or items for another purpose.** Unless otherwise stated in fundraising letters and publicity, all funds and items received for the celebration *must* be used for that purpose or carried forward to next year's alcohol/drug-free celebration. (i.e. a balance can be left for next year's committee to pay deposits and start up costs; thank-you gifts may be purchased for school and/or facility who provided support services for celebration.

  Funds should NOT be left for the use of the class at a future reunion (which will surely entail alcohol) as these funds were collected for an *alcohol/drug-free* celebration. Besides, donors are expecting their donations to be used promptly; otherwise, why would the request have been made?

  EXCESS FUNDS MAY *NOT* BE PLACED IN THE GENERAL PTA FUND UNLESS DONORS WERE MADE AWARE *IN ADVANCE* OF THIS POLICY.

- **Financial Records and Tax Forms.** Keep complete and detailed financial records. Everything ***MUST*** be given to the regular PTA treasurer to file the school's PTA report to the state PTA and the proper IRS forms if the combined financial records (regular PTA dues and activities ***plus* the celebration cash donations, in-kind donations, fundraiser income and ticket sales**) equal $25,000 or more.

To file IRS Form 990 (long or short form), the PTA treasurer will need:

1. **Beginning AND ending checking account balance.** Be sure check book has been reconciled when giving this amount. Do NOT use the current bank statement balance as some checks may not have cleared.
2. **Amount of *each* check plus receipt for the item paid.** Each one must note exactly what was purchased and/or how the item will be used. The treasurer must break amounts down into categories (supplies, postage, printing, etc.) and then again by: program services, management and general, or fundraising and yet again by cash or other.

   This means printing bills must note whether they were for Fundraising or Program Services. Letters to donors or letterhead to be used for donation letters would be Fundraising expense while a letter to parents (or letterhead for this purpose) would be Program Services.
3. **A list of *every* donation**: cash amount or item and value of item plus name and address of donor.
4. **A list *detailing* prizes**: state item, value and to whom it was given. The treasurer may not need this for every item but it is better to over document than to have to try to go back and reconstruct. Large value items *must* be detailed--particularly if the donor is issuing a 1099 for the item (i.e. cars, airline tickets, trips, etc.)
5. **Complete record of ALL fundraising efforts.** Include expenses incurred as well as profit made.
6. **Ticket sales**. Include any free tickets given.
7. **Copies of all contracts and vendors' liability insurance policies**.

> NOTE: This same information will be needed if your own committee must file the report or if you are sponsored by your school, church, or any other group.

QUESTIONS AND ANSWERS FROM THE VIRGINIA CONGRESS OF PARENTS AND TEACHERS as provided at the 1994 Virginia PTA/PTSA Summer Conference.

- **When does a project fall under the guidelines of the PTA?**

  Whenever a PTA tax exempt number or PTA Insurance is used to cover any type of function, the activity is considered as being PTA sponsored and thus falls under the Bylaws of the local unit PTA and policies and procedures of the National PTA.

- **Can a PTA join a group and agree to abide by the group's bylaws?**

  No, according to the National PTA Handbook, p. 10: "No PTA representative may commit the PTA to join any other group or agree to abide by any other group's bylaws or policies."

- **Can a PTA work with another group in a cooperative project such as an after-graduation/prom party?**

  Yes, a PTA may work with another group and bear its share of the costs of a cooperative project, however, projects are required to be submitted for approval to the voting body of the local unit. If funds are required for the project, the local PTA may bear its share of the necessary expenses. It should not make any financial commitment until and unless the expenditure of a definite amount is approved by the executive committee and authorized by the proper voting body.

  When a PTA participates in a joint endeavor, it must make sure the rules of procedure or bylaws of the PTA do not conflict with the bylaws of the organization with which they are cooperating. If there is a conflict, the PTA should withdraw from participation in the event. (National PTA Handbook, p. 10)

- **Does an After-graduation/prom party have to be approved by the general membership of a PTA?**

  Yes,"projects are required to be submitted for approval to the voting body of the local unit." National PTA Handbook, p. 10.

- **Why is it so important that a PTA be made fully aware of any financial accounting of the After-graduation/prom party committee?**

  Should a PTA GROSS over $25,000 (which includes any monies collected by the After-Graduation/Prom Committee), the PTA treasurer and president must complete and submit a 990 Form to the IRS. Failure to comply with this requirement could mean the loss of the non-profit/charitable status of the PTA. Since the PTA President must sign the 990, he/she should be fully aware at all times of the financial activities of the PTA which includes the financial dealings of the After-Graduation/Prom Committee.

- **What responsibility does a chairman of the after-graduation/prom party have to the PTA?**
  - The Chairman of the party should be a member of the Local Unit PTA Executive Board.
  - The Chairman should present a plan of work to the PTA Board for approval. This is required by local unit bylaws which read that no committee work shall be undertaken without the consent of the Executive Board.
  - The Chairman should present to the PTA Executive Board a financial plan which is to be included in the local unit budget and approved by the PTA general membership.
  - The Chairman should give a report at each PTA Executive Board meeting in regards to committee finances and update of committee activities.

- **Can the Chairman of the after-graduation/prom party enter into contracts without the knowledge of the local unit PTA president?**

  National PTA "Money Matters," p. 11: "When entering into a contract, the president is responsible for the agreement and should clearly identify that it is the unit entering into the contract and NOT the president as an individual. The President should be the only officer negotiating the contract. It is preferable to require two signatures on a contract." Once of these signatures could be that of the party chairman.

- **Does PTA bonding insurance cover party chairman or after-graduation/prom committee:**

  Yes, PTA bonding insurance covers all volunteers who handle money. This is in agreement of policies outlined in on page 11, National PTA "Money Matters:" "It is in the best interest of the PTA to have the treasurer and all other persons authorized to handle funds and securities of the organization covered by a fidelity bond in the amount determined by the executive committee."

- **Who is responsible for the funds of a PTA?**

  National PTA "Money Matters," p. 9: The chairman of any activity should be responsible for seeing that the treasurer receives all revenue immediately upon completion of the activity. If the treasurer is not available for making the deposit, the committee chairman may be given a supply of blank deposit slips that the funds can be deposited immediately after counting. The treasurer and committee chairman should complete a detailed report of all receipts and expenditures and profit from project within a few days after activity and should present report to executive board and general membership.

- **Do monies raised by the after-graduation/prom party committee belong to the PTA or to that committee?**

  National PTA "Money Matters," p. 28: Since the PTA is an independent, private association, ALL MONIES raised from the local per capita portion of dues and through additional efforts and other assets, including checking accounts, savings accounts, and certificates of deposit, ARE THE PROPERTY OF THE LOCAL PTA UNIT!

- **PTAs may be required to pay tax on unrelated business income. What constitutes unrelated business income?**

  National PTA "Money Matters," p. 14: For an activity to be classified as yielding unrelated business income, three factors must be present. The income must be:
  - From a business. To be considered a business, the nonprofit must take an active role in the generation of the income from an activity.
  - Regularly carried on.
  - Unrelated to the organization's tax-exempt purpose.

    National PTA Handbook, p. 29: Nonprofit organizations risk losing their tax-exempt status if such activities become the primary focus and make the tax-exempt mission secondary.

- **What are the national PTA guidelines for fundraising?**
  - Does the project conform to the basic policies stated in the PTA bylaws?
  - Does the project have the approval and support of the members of the association?
  - Is it a recreational or other activity that can serve as an example for children and youth?
  - Will it create goodwill for the PTA?
  - Will it enlist the participation of many persons?
  - If children take part in the project, are their welfare and safety being considered?

- If the project is held in a school building, are school regulations, fire laws, and safety precautions strictly observed?
- Are there local, state, or federal laws that apply? Is care taken to see that no law is violated?
- Is the liability of the PTA and its members protected?

It may seem as if there are a lot of restrictions but keep in mind **ALL of the record keeping MUST be done *whether or not* your PTA sponsors the celebration.**

The only real restriction is on who can sign contracts and that is for good reason: The PTA's insurance is on the line if there is a problem. Your committee always has the option of finding other sponsorship and/or purchasing insurance.

Be sure to check with your principal *before* exercising this option, however, as you may find that he/she will *insist* upon this celebration coming under an already organized and recognized group such as the PTA. Also check out insurance prices. You may find the restrictions are easier to live with than the price of a one-night policy.

The pta and the all-night party committee CAN work together. It's a matter of the party committee following already established guidelines of the National PTA. Everyone has the same goal of keeping the students safe.

THE STEERING COMMITTEE

Purpose: To have one or more persons who will be responsible for making the party happen.

A Chairperson, Treasurer, and Secretary (loosely termed "officers") will be needed regardless of the party structure. The Steering Committee is particularly important for a first year party. After that, the three "officers" and either the major committee chairpersons or a small group of real workers will suffice.

For the first party, it doesn't matter whether the members of the Steering Committee or the Chairperson are recruited first. However, it **is** important that this group be able to work well together. Negative or uncompromising persons are difficult to work with on a committee such as this. Sometimes it is impossible to avoid dissension, but try to minimize it and keep it from adversely affecting the party.

PARTY CHAIRPERSON: This person is ultimately responsible for the entire party and will make the greatest time commitment of all. Many schools use two or more co-chairmen. The first three items on the list below are probably the most important skills to look for in a chairperson. **NOTE: PTA sponsorship may *require* a single chairperson.**

- Enthusiasm
- Organization and leadership skills
- Ability and willingness to delegate responsibility
- Willingness to talk to any and *every* one about helping (1st year entails much public relations type activity)
- Ability to conduct meetings
- Ability to keep committees committed to their tasks
- Ability to supervise and coordinate party preparations and wrap-up activities
- Ability to remain calm under pressure

Some schools find it useful to have a senior parent as chairperson and a junior parent as a co-chairperson or assistant chairperson. The following year the junior parent (who is then a senior parent) becomes the chairperson and a new junior parent is recruited. This gives great continuity and can also be used for major committee chairpersons.

CO-CHAIRPERSONS

If Co-chairmen are selected, be sure each co-chairman knows his/her personal responsibilities. Carefully define whether "Co"-chairman means assistant to the chairperson or *equal* partners. Regardless of how these persons are selected—volunteered, appointed, elected,—it is important that they be compatible and share **all** information regarding the celebration. If using PTA sponsorship, be sure their by-laws will allow more than one chairperson.

MAJOR TASK

The major task of the Chairperson(s) is to coordinate the work of ALL committees. Know what each is trying to accomplish and try to keep them on track. Many of the committee duties overlap so try to coordinate the various tasks with all the committees involved.

TREASURER: The treasurer has a critical role. Tasks should include but are not limited to the following:

- ***Open a checking account*** for the party or have new signature cards signed by appropriate persons on already established account using appropriate E.I.N.—see page 16. As a safeguard, consider requiring two signatures on all checks with no more than one signature from any one family (authorized signers should not be married to each other). If sponsorship of the party is accepted, certain safeguards may be *required*.
- ***Prepare an estimated budget*** for the Steering Committee's approval, updating as necessary. NOTE: a budget is simply a ***plan*** of how the committee plans to spend the money; plans can change as more resources become available. See sample budget in Funding Chapter.
- ***Maintain a running balance*** to be reported at each Steering Committee meeting.
- ***Maintain accurate records*** of all income and expenses.
- ***Prepare a final financial statement*** to be given to the sponsoring organization or used to file tax forms. This statement MUST contain a record of ALL income—cash, items, and services whether donated or from fundraising efforts—and ALL expenses including donated items used as prizes or favors. See Chapter on Taxes.
- ***File proper information tax forms, if required.*** See page 18. If celebration is sponsored by another organization, such as PTA, give all of these records to that organization's treasurer. Be sure to pass along documentation (i.e. receipts, cancelled checks, etc.) so they can produce it if required to do so by the I.R.S. See **page 26** for information on exactly what is needed to file I.R.S. Form 990.

SECRETARY: Duties should include but are not limited to the following:

- ***Take notes*** at all meetings so that information can be passed on to next year's Committee. It serves no purpose to "re-invent the wheel" every year when some ideas have already been proven successful or unworkable.
- ***Handle all correspondence.***

- *Notify Steering Committee* of meetings.
- *Serve as historian*—clip news stories, keep photos.

THE STEERING COMMITTEE

The composition of this committee will vary from community to community depending upon the school's size and location. Every effort should be made to ensure racial, ethnic, and economic balance (equal to school population) on the committee. At the very least, this committee should include the party chairperson(s), secretary, and treasurer. Some schools may wish to have some or all committee chairpersons serve on the Steering Committee such as the Volunteer Coordinator and Decorations, Food, Funding (or Donations), Publicity, and Activity Chairpersons.

This committee will make the major party decisions which will take **many** hours and undoubtedly eventually involve each member's entire family. The Steering Committee members should be enthusiastic volunteers who are self-starters and motivators committed to expending the time and energy it takes to make this party a success.

Each member should be willing to take a *regular* active roll in planning and preparation and should be responsible for one or more committees. They should not expect to come to an occasional meeting to give their opinion but, rather, to play a major role in recruiting chairpersons and workers and in organizing and implementing the party. Some of the tasks will be to:

- Choose a party theme
- Approve a budget
- Set party guidelines
- Choose the activities
- Enlist the support of necessary persons
- Obtain adequate insurance coverage
- Find sponsors or endorsers (if desired)
- Locate a facility to hold the party
- Find committee chairpersons and workers
- Find a way to "sell" students on this idea
- Ensure the safety of **all** attendees at the party—adults and graduates

The more visible the committee is within the school, the greater the enthusiasm and support of the faculty and administration. It is highly recommended that steering committee members and other major committee chairpersons who find their professional or private lives changing dramatically during the party planning period (traveling extensively, divorce, etc.) consider dropping back to a less prominent position on another committee due to the time commitment required by this committee.

MEETINGS

Meetings need to be held approximately once a month beginning as early in the school year as possible. If this is a first party, meetings may need to be held more often as party time nears—perhaps bi-monthly beginning approximately four to five months before the party and weekly beginning one to two months before the party. Expect to spend a lot of time on the telephone between meetings.

If this is not the first party, the number of meetings will depend on the organizational skills and experience of the overall chairperson and the various committee chairpersons. It may even be desirable to have an open meeting once a month particularly in succeeding years as more and more persons become experienced and/or interested and want to have input in the party plans.

MAIL

Consider where items will be sent. Some things will be sent to the school regardless of where the committee may request so make arrangements with the school **before** the mail gets lost and *be sure whoever sorts the school mail knows the names that may be on the envelopes or packages* that arrive. Students, parents, and teachers may also wish to drop things off.

Many schools put a decorated (confetti, glitter, the party name, party logo, balloons, etc.) rural delivery mail box on the front counter in the school office. Don't forget to check the box **regularly** from the time plans are announced until a month or so after the event (mid-summer may still bring a donation or bill).

TRANSITION TO NEXT YEAR'S PARTY

Save all reports from committees to be passed on to the new Steering Committee and pass on all preceding years' reports for the new committee's use. It is helpful to invite some of the underclass parents to the party (or to serve on committees) so they may obtain first-hand knowledge. Having senior/junior parent committee co-chairs also helps. The term of each person is two years with persons moving from assistant chairperson to chairperson.

The Steering Committee and/or chairperson should try to identify possible successors and arrange, through the school administration, to hold an initial meeting before school ends in the spring (possibly even *before* the party has been held). Give them some background about the various positions used for the current party as many will be unfamiliar with the project or the way it is organized. Be sure to work with the administration, class sponsor and/or PTA to organize the Steering Committee and select the General Chairperson as they will all need to work together closely. Invite and urge all prospective volunteers to attend the present party and to help with last minute set-up the night of the party.

The main advantage of having the new committee in place before the current party takes place is they will be looking at the party facility, activities, food, etc., with more interest in details about what, when, where, and how everything is done. Encourage them to help with set up, decorating, and clean up as they will then know exactly what is available to be saved. If there is more than one party in the area, encourage them to make contact with the other chairpersons, and visit more than one party to see first-hand how different groups of parents rise to this challenge. Don't forget to be flexible in allowing other schools to visit your party as well.

★★★★★★★★★★

A CONDENSED CHRONOLOGY FOR PLANNING AN ALL NIGHT GRADUATION PARTY

The following list is presented with the hope of making party planning easier for the Chairperson and Steering Committee. This list is not intended to be all-inclusive but does give an idea of *some* of the things that need to be done and their approximate order. **It is only a suggested plan.** Each chapter also has a chronology pertaining only to that committee.

AS EARLY AS POSSIBLE

- ☐ Make decision to have one or more alcohol/drug-free celebrations for prom, graduation, or both; ideally by September or October for first parties but several schools have begun as late as one month before and been successful.
- ☐ Organize five or six enthusiastic parents to form a Steering Committee.
- ☐ Choose or elect Chairperson, Secretary, and Treasurer.

STEERING COMMITTEE

- ☐ Meet with school administration to explain concept, seek cooperation and support.
- ☐ Meet with class advisors/sponsors to explain party concept and seek support.
- ☐ Locate place to hold Steering Committee meetings. (Perhaps the school?)
- ☐ Locate a party facility.
- ☐ Choose a theme.
- ☐ Choose basic activities that will fit with theme and facility.
- ☐ Decide which committees will be needed.
- ☐ Approve budget. Decide if a student fee will be used to pay for the party, if donations are to be solicited, whether a fundraiser will be held.
- ☐ Set tentative party guidelines. Consider each rule very carefully as first year rules will set a precedent.
- ☐ Send a letter to the parents/guardians of *every* eligible student explaining party concept and ticket price. Include a list of volunteer and material needs. (Letters may need to be in several languages.)
- ☐ Hold a parents' meeting to obtain names of those interested in participating in some way.
- ☐ If school having both Prom and Graduation parties, set up a meeting of the two Steering Committees to coordinate common areas of concern.
- ☐ Meet with student leaders in person to explain party concept and solicit their support.

CHAIRPERSON

- ☐ Fill out building use forms for any committee meetings to be held in school.
- ☐ Fill out necessary forms for use of party facility.
- ☐ Obtain rules of operation from party facility.
- ☐ Obtain rules of operation from Fire Marshal.
- ☐ Find a chairperson for each committee with the help of the Steering Committee and/or Volunteer Coordinator.
- ☐ Encourage chairpersons and committee members to read available information on all night parties (and/or last year's committee reports).
- ☐ Meet with local business leaders to explain party concept and solicit support.
- ☐ Arrange for a set of class pictures through yearbook sponsor to use for check-in or other activity, if desired.

TREASURER

- ☐ Open checking account or prepare new signature cards for already open account.
- ☐ Prepare an estimated budget with the help of major committee chairpersons. Budget should include *every* committee and activity and be approved by Steering Committee.

SECRETARY

- ☐ Obtain list of students including parents' names, addresses, and phone numbers from the school. (This is *directory* information and *should* be available for your use.)
- ☐ Request use of the school bulk rate permit and obtain rules for assembling bulk rate mailings. (Bulk mailings require 250 or more pieces of mail.)
- ☐ Request a set of student mailing labels from the school for the first mailing.
- ☐ Find a place to have printing or copying work done--free or reduced rate, if possible.
- ☐ Arrange with school registrar to obtain names, addresses, and phone numbers of any *new* students who check in during the year or, for grad parties,

those temporarily away for the year but expected to graduate with the class.

- ☐ Arrange to obtain party stationery, business cards, and note cards for use of various chairpersons and committees. All items should be generic so they can be passed on to next year's committee—and all can *probably* be obtained as donations.

ALL COMMITTEES

- ☐ Decide on general direction committee will take.
- ☐ Submit suggested amount for budget to Treasurer.
- ☐ Begin putting together basic committee.
- ☐ Reserve any items to be borrowed or rented as soon as possible—no committee chairpersons should sign any contracts.

ABOUT SIX MONTHS BEFORE PARTY

STEERING COMMITTEE

- ☐ Decide whether a grand prize will be given and, if possible, what it will be, and how and where it will be obtained. If necessary, organize a fundraiser—with approval from sponsoring organization.
- ☐ Obtain layout of party facility. Distribute to each committee chairperson.
- ☐ Decide if incentives will be given to encourage early party reservations or ticket sales.
- ☐ If any custom-made items are to be ordered as favors or prizes, get art work prepared, find supplier, and place order *as soon as possible* (6 weeks minimum usually needed and more time preferred).
- ☐ Send second letter to parents. Give up-date on party plans, ask for volunteers and student reservations.

CHAIRPERSON

- ☐ Check on committee chairpersons to see that each has enough volunteers.
- ☐ Be sure every committee chairperson has a copy of final evaluation report form and knows that due date is one week following party.
- ☐ Schedule meeting of ALL committee chairpersons to build enthusiasm and give information.
- ☐ Check to be sure Donations Committee sends solicitation letters out as soon as possible.

TREASURER

- ☐ Provide expense reimbursement forms to committee chairpersons.
- ☐ Revise estimated budget as needed.

ALL COMMITTEES

- ☐ Solidify plans and begin implementing them.
- ☐ Coordinate with other committees.
- ☐ Revise budget needs.

ABOUT FOUR MONTHS BEFORE PARTY

STEERING COMMITTEE

- ☐ Meet with committee chairpersons to build enthusiasm and light fire under slow starters. To assure they are beginning to work on their part of the party, ask them to bring a committee report.
- ☐ Send third letter to parents. Increase pressure to help in some capacity. Give party plan update and remaining needs.

ABOUT THREE MONTHS BEFORE PARTY

CHAIRPERSON

- ☐ Check that all committees have arranged for any necessary printing.
- ☐ Check that all custom-made items are in full production.
- ☐ Arrange for local police/security officers.
- ☐ Check back with party facility to update them on party plans.
- ☐ Check that all items needed by committees have been ordered or otherwise arranged.

STEERING COMMITTEE

- ☐ Begin teaser type publicity about party to students.

ALL COMMITTEES

- ☐ Implement plans.
- ☐ All items should be ordered or reserved.
- ☐ Meet with other committee chairpersons as necessary to coordinate plans.

ABOUT TWO MONTHS BEFORE PARTY

CHAIRPERSON

- ☐ Contact all committees for final "needs" list.
- ☐ Follow up on all special orders to ensure on-time delivery.
- ☐ Confirm storage place and space for party material left after party (decorations, game tables, non-perishable food-related items, booths, etc.).
- ☐ Set time and place for meeting with prospective committee members for following year and send notice via appropriate newsletter.

TREASURER

- ☐ Revise budget **again**.

STEERING COMMITTEE

- ☐ Start heavy publicity to students to encourage them to attend.

ALL COMMITTEES

- ☐ Continue to implement plans.

ONE MONTH BEFORE PARTY

CHAIRPERSON

- ☐ Hold final pre-party joint meeting of all committee chairpersons to give brief status reports and build enthusiasm among parents. Remind them of written report due week following party.

TREASURER

- ☐ Announce date for last bills to be turned in (suggest night of party or at least indication of outstanding bills at that time so excess cash can be calculated for prize giving, etc.).

STEERING COMMITTEE

- ☐ Arrange to hold assembly with all eligible students—"sell" party hard!

ALL COMMITTEES

- ☐ Reconfirm all reservations of equipment, food, and other arrangements.
- ☐ Check with volunteers to be sure party area will be fully staffed.
- ☐ Finalize information for adult volunteers and students.

TWO WEEKS BEFORE PARTY

STEERING COMMITTEE

- ☐ Hold meeting of following years' prospective parents' committee to explain party concept and build enthusiasm for planning next year's party. Invite them to help with final set-up of this year's party.

CHAIRPERSON

- ☐ Check with each committee chairperson for a verbal progress report reminding each to notify their committee and party volunteers of shift and exact duties.
- ☐ Confirm that Clean-up Committee is set.
- ☐ Be sure ticket packet is distributed to students.

STEERING COMMITTEE

- ☐ Continue to push students to sign up.

ALL COMMITTEES

- ☐ Reconfirm arrangements as necessary at this point.
- ☐ Hold necessary volunteer training sessions.
- ☐ Increase publicity to students.
- ☐ Finish up all but absolute last minute items.

WEEK OF PARTY

CHAIRPERSON

- ☐ Follow up on any known problems.

TREASURER

- ☐ Revise budget as necessary. Disburse excess money as dictated by committee chairperson requests and Steering Committee approval.
- ☐ Provide update of financial status to Steering Committee.

STEERING COMMITTEE

- ☐ Using financial update from Treasurer, make decisions concerning any last minute purchases/prizes/expenditures.
- ☐ Final push to get students to commit to attending celebration.

ALL COMMITTEES

- ☐ Pick up all equipment and supplies as soon as possible.
- ☐ Make last minute changes in plans as necessary.
- ☐ Reconfirm key volunteers and paid staff will be present for set-up and/or actual party.

DAY OF PARTY

STEERING COMMITTEE

- ☐ Be available to help as needed for party set-up.
- ☐ Pick up last minute items.

CHAIRPERSON

- ☐ Be available entire set-up period to provide help and advice wherever needed.
- ☐ Be sure Chaperon/Security Committee checks for and disposes of any illegal substances.

TREASURER

- ☐ Write checks or obtain cash for any payments to be made at party.
- ☐ Obtain cash for change fund for ticket sales at door, if applicable.
- ☐ Remind committee chairpersons that bills are due **by party time**.

ALL COMMITTEES

- ☐ Set up for party. Begin as early in day as possible.

AT THE PARTY

CHAIRPERSON

- ☐ Be at facility an hour or so before the doors open. Leave yourself free to move around the party all evening answering questions and handling emergencies. Yes, there will probably be some, but just handle each problem as it occurs and don't worry. Everything will work out fine. Some volunteers won't show but others will fill in and the students will have such a marvelous time that they'll never know if something doesn't go as smoothly as planned.
- ☐ Have a good time and enjoy the party! The party is going to be a great success!

TREASURER

- ☐ If ticket fee charged, be available at door to make last minute sales.
- ☐ Check with each committee chairperson for final bills.

- ☐ Determine amount of cash on hand after all final bills and advise chairperson of amount of excess cash available for extra prize giving at end of party.

STEERING COMMITTEE

- ☐ Attend entire party; be available for questions and problems. Help in own area of responsibility or wherever needed.
- ☐ Have a good time and enjoy the party! The party is going to be a great success!

ALL COMMITTEE CHAIRPERSONS

- ☐ Arrive at the party early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.
- ☐ Run area of party as assigned.
- ☐ Have a good time and enjoy the party! The party is going to be a great success!

MORNING AFTER PARTY

STEERING COMMITTEE/CHAIRMAN

- ☐ Be sure Clean-Up Committee is present and working.
- ☐ Be sure excess food is donated as planned.
- ☐ Be sure items to be stored are, in fact, taken to storage.
- ☐ Be sure items to be returned are placed together and returned to appropriate committees or persons.
- ☐ Check for lost and found items.
- ☐ Mail thank-you letter to newspaper editor.
- ☐ SLEEP!

TREASURER

- ☐ Make deposit of ticket money taken in at party, if applicable.

ALL COMMITTEES

- ☐ Break down own area.
- ☐ Turn in lost and found items to Party Chairperson.
- ☐ Pack up any salvageable items for following year.
- ☐ Pack up or otherwise take charge of any unreplaceable items loaned or rented by your committee for the party until they are returned or placed in a safe place.
- ☐ Be sure Clean-up Committee is aware of which items were borrowed or rented and which are to be disposed of.
- ☐ SLEEP!

WEEK FOLLOWING PARTY

CHAIRPERSON

- ☐ Hold evaluation meeting of all committee chairpersons.
- ☐ Collect committee reports to be given to next year's committee.
- ☐ Publicly thank community and workers (may use Letter to Editor).
- ☐ Send thank you notes to key persons: committee chairpersons, school staff, facility personnel, and vendors.
- ☐ Check to be sure thank you notes have been sent to all donors by Donations Committee.
- ☐ Write personal thank you note to any major donor.

TREASURER

- ☐ Remind that bills are due in on ____ whatever date you select. Let them know this is NOT a flexible date.

ALL COMMITTEES

- ☐ Submit detailed written report to Party Chairperson.
- ☐ Check to be sure all bills pertaining to own committee have been paid.

MONTH FOLLOWING PARTY

CHAIRPERSON

- ☐ Compile copies of all committee reports and evaluations.
- ☐ Deliver complete set of reports and records to school principal for school file.
- ☐ If new committee in place, deliver complete set of reports and records to new chairperson.
- ☐ If no new committee in place, make arrangements with school principal to hold parents' meeting in fall and to deliver complete set of reports and records to new chairperson then.
- ☐ Make final report to sponsoring organization, if applicable.

TREASURER

- ☐ Be sure all bills are paid.
- ☐ Prepare final income/expense statement.
- ☐ Prepare Tax Forms, if dollar amount so indicates OR give ALL necessary information to sponsoring organization's treasurer for their use in preparing tax forms.
- ☐ Turn books over as soon as possible to new committee for making early deposits on items for next year's party.

ACTIVITIES

Purpose: To entertain the students all night and, at the same time, enhance the party theme.

Following is the basic information you will need about activities:

- **ACTIVITIES NEED TO BE SOMETHING THAT STUDENTS CAN *NOT* DO IN THEIR OWN COMMUNITY EVERY WEEKEND.**
- All parties need ***at least*** three activities—This is the *bare* minimum!. *The more activities provided, the less chance of boredom and students leaving to go to other parties.*
- It is important to have something to do the *entire* time the party is scheduled.
- Activities need to **be varied** so there are both active and passive things to do. KNOW YOUR AUDIENCE.
- Activities should **run simultaneously** so students can go from one to another. **If there is lag time between activities, some (*many*) students will get bored and leave.**
- Try to coordinate activities with the party theme.
- Save equipment from year to year, if at all possible.
- **Be sure to obtain a copy of EACH vendor's liability insurance policy *before* the celebration.** Ask for another copy *each* year even when using the same vendors as there may be changes from the previous year.
- If celebration is sponsored by PTA, *only* PTA President may sign contracts.

Students cannot wait to stay up all night but get very tired before the night is over. It has been found that somewhere between 2:30 and 3:30 a.m. is usually a low period for students. They are getting tired and may have pretty much tried—or at least looked over—all the different activities. You may want to have something new and different to present, perhaps a contest or new activity, that will spark their interest at this time. Getting them to eat will also help.

***Celebrities*:** Some communities will be able to field a name entertainer, sport's figure, or other celebrity that the students (NOT necessarily parents) would enjoy, but if their attendance will overshadow the purpose of the party (too much press, security, etc.), try to limit their help to pre-party activities. (NOTE: politicians are not usually the best choice for a number of reasons.)

***PROM/GRAD*:** If the school will host **both** an after-prom **and** graduation celebration, be sure they complement one another. One of them should be the bigger and have more prizes, activities, etc. If there will be only one party (whichever one), then plan whatever seems appropriate.

It is just as important to have the right person running the activity as it is to choose the right activity. An activity may completely bomb one year because the adult running it stands back and waits for students to *choose* to participate while it is a real hit another year due to an enthusiastic volunteer who "promotes" the activity with a little "carnival" chatter and cheering-on of the participants. While chaperons and volunteers should not join in to actually play the games, they should *act* as if they are having a good time and try to persuade students to join in and try the activities. Smiles go a long way!

ACTIVITY SUGGESTIONS

A *partial* list of suggestions, along with descriptions when necessary, is included to provide a *starting* point for choosing activities. Remember, **what works at one school may not be appropriate at another.** Also keep in mind that it is OK to have the same successful activity year after year since many (prom) or all (grad) party goers will be new and many repeat prom participants like looking for a particular activity and may even have practiced for it!

MUSICAL ACTIVITIES

1. **Music.** Use a DJ, "live" band or combination of the two; suggest a committee of students choose band if a *live* one is used. DJ's are the most economical and, in most cases, the most successful. It would be good to discuss the following items with the band and/or DJ before the party:

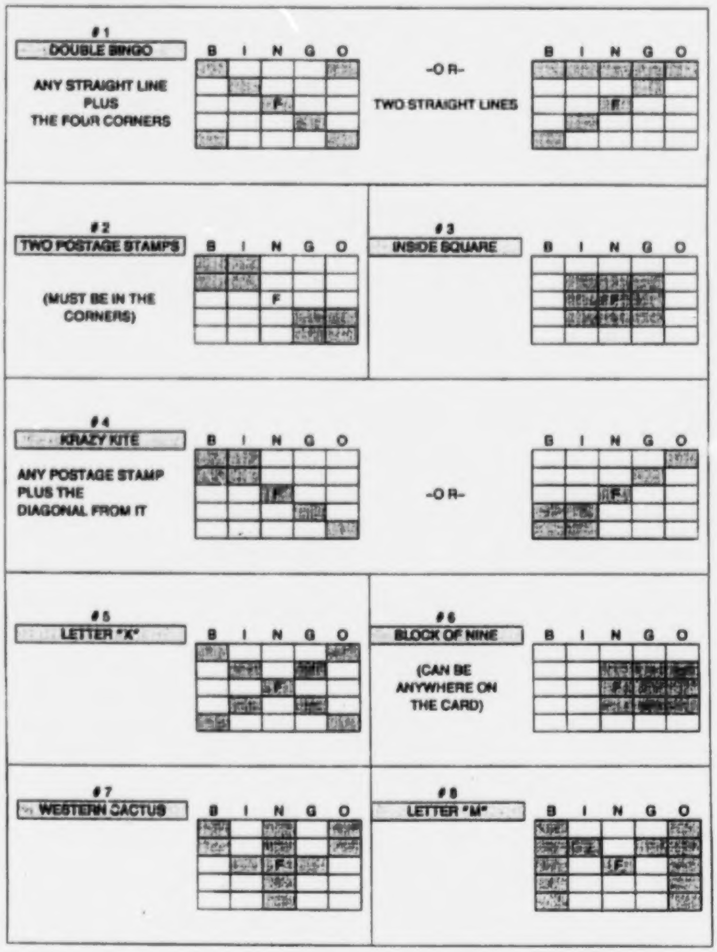
- Alcohol and other drugs are not permitted before or during their performance.
- Songs glorifying drugs or alcohol may not be used.
- If the music is being broadcast live, alcohol commercials may not be used.
- Appropriate clothing must be worn.
- Rules are to be followed or payment will not be made (be sure to withhold at least half of payment until after performance).
- Smoke or fog machines (used as part of performance by many live bands). Many are not allowed by fire marshal. Many set off smoke detectors in building.

2. **Karaoke.** Vendor provides TV monitor with words to music on screen—like watching MTV with words. Participants follow lighted words and sing to recorded accompaniment. Some vendors will provide tapes of students' performances as a souvenir. Can be done individually or as small or large groups.
3. **Audio Recording Studio.** Booths are available for rent or build one: Use voice eliminator (many bands have them) to tape desired music. Use cassette tape equipment at party. Give each group a tape

4. **Video Recording Studio.** Booths are available for rent (see Resources) or make one: Use video recorder, cassette tapes of music desired, provide some costumes and instruments as props and let them "lip sync," OR provide costumes and simple drama lines; let students act out simple parts and compete for "Academy Awards" given at end of party.
5. **Line Dancing.** Find someone to teach a *simple* dance. If group gets into this, progress to more difficult steps. Beware of trying to teach too many steps at one time. The students should have a sense of success.
6. **Dancing.** Some schools find this to be a popular activity while others find this to be the least popular. Grad parties generally have very little luck with this.

GAMES-OF-CHANCE

1. **Games-of-Chance.** Roulette, Black Jack, Wheel-of-Fortune, Beat the Dealer. Rules, equipment ideas, etc., included later in chapter.
2. **Bingo.** Play regular Bingo or come up with fun designs to make on card in order to win (i.e. Letters such as E, X, T, H, U, S, M; four corners, all four sides, etc.)



REMEMBER: YOU MUST HAVE THE LAST NUMBER CALLED IN YOUR WINNING BINGO PATTERN !!

Midlothian H.S., *Chesterfield County.*

3. **Human Slot Machine.** Need four adults to operate game: one to gather crowd, collect and pay bets (play "money!"); three adults to be the "machine." Give each of the three adults the same four large (8½" x 11") cards: three kinds of fruit (or other items such as animals, etc.) and a "joker" card. Each time the game is played by students, the adults each hold up a card *without consulting with the others*. If the three cards match, the students win triple their bet; if two cards match, the students win double their bet; if one card

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comes up, they get their "money" back; if a joker is shown, it counts as a match. Make up your own rules to go with this game. This may also be used as a carnival game.

ACTIVITIES THAT PROBABLY WILL HAVE TO BE OBTAINED THROUGH A VENDOR. *The vendor should provide at least one person to run these activities due to safety considerations.* See Resources in Appendix.

- **Batting Cage.** Automatic pitching machine. Can use softballs and bats or tennis balls and tennis rackets.
- **Bouncy Boxing.** Inflated ring and oversized gloves.
- **Bungee Running.** Horizontal bungee jumping within an air-inflated mattress "alley."
- **Electronic Astrologer.**
- **Gladiator Duel or Gladiator Jousting.** Full inflatable crash bed with foam gladiator stands and dueling sticks.
- **High Striker.** Old carnival strength tester: Participants hit target with sledge hammer to sit if they can make the bell ring. *Be careful where this is put as it can damage a gym floor.*
- **Human Bowling.** Participant puts on helmet and is strapped into seat inside large cage-like ball. Ball is then given a large push down "alley" (by person(s) staffing activity) into the "pins." If a strike is made on first try, turn is over. Otherwise, one more push is needed to try to "pick up the spare."
- **Human Gyroscope or Orbitron.** Standing space simulator.
- **Money Machine.** Blow real and play "money" around a booth. Let students keep whatever they can catch in a set amount of time. Some schools let students spend play "money" at prize booth and keep real money. Be sure to test method before-hand as varying conditions may make this too easy. Some banks have access to booths for promotional events and may be willing to loan them.
- **Moon Bounce.** Be SURE to follow ALL safety instructions. If vendor doesn't provide any guidelines, issue your own. It is STRONGLY recommended that only four persons at a time be allowed inside this activity and that NO rough-housing (jumping on top of one another or over air blower at back of equipment). THIS IS FOR THEIR OWN SAFETY. **Be firm about these safety rules.**
- **Robotic Boxing.** Hand-controlled robots.
- **Spaceball.** Sitting space simulator.
- **Sumo Wrestling.** Two participants put on oversize *full*-body inflatable suits which are then inflated. Participants will each look like *HUGE* men wearing only the traditional Japanese Sumo wrestling suit. Either helmets or wrestling mats will be provided for safety. One finger is all that is really needed to knock an opponent over—and person knocked down will be physically unable to get up until helped. Audience probably enjoys this one as much or more than the participants.
- **Velcro Jumping.** Please do NOT use the make-shift kind seen on David Letterman: plywood wall and mini-trampoline. Safer version has air mattress back wall, floor, and short side walls. Both back wall and Velcro suits should have new enough (strong enough!) Velcro to *really* stick.
- **Video Surfing.** Body-controlled, video interactive.
- **Virtual Reality.** Participants wear head-gear which allows them to feel as if they are *in* the scene they are seeing. They use a "joy stick" to move around from room to room and interact in scene they are watching.

CONTESTS

- **Contests.** A variety can be used. Be imaginative. Some will fit certain themes better than others. Some may become traditions with students coming to the celebration prepared to enter particular contests such as:
  - Dance
  - Lip sync
  - Hoola-hoop
  - Pie Eating
  - Stilt walking
  - Limbo
  - Hula
  - Jalapeno eating
  - Bubble gum bubble
- **Baby Bingo/Kiddie Kwiz.** Photo contest using student's childhood photos. Directions given later in chapter.
- **Photo identification contest of teachers/administrators.** Use teen-age photos. Students try to match photos with names. Could also use "bingo" game as above. NOTE: Give teachers *plenty* of warning as many will need to "write to Mom" to get a picture.
- **Places or famous people "Bingo" to fit party theme.** Using famous pictures, play same as Baby Bingo above (i.e., international theme: pictures of famous landmarks; disco theme: pictures of rock stars or groups; movie theme: pictures of movie stars or identify movies from movie posters).
- **Guess How Many.** Use imagination in selecting items to use. See info later in chapter.
- **Trivia Contest.** Use party theme. Give prize for entry with most correct answers or draw from entries that are 100% correct.
- **Trivia Man/Lady**—mingled with students asked school trivia questions, correct response rewarded with cash.—Brookville H.S., *Campbell County Schools.*
- **Best Legs Contest.** Let guys (and male administrative, coaching, teaching staff) participate with girls as judges. May want to use this as pre-party publicity to promote the entire party or to promote the Womanless Beauty Pageant.

- **Funniest Home Video Contest** —Rustburg H.S., *Campbell County Schools.*
- **Dance Spot** —Randolph-Henry H.S., *Charlotte County Schools.* Place large colored dots (spots) around on floor. Normal dancing; when music is stopped, individual on spot that is called out will win prize.
- **Helium Balloon Dance Contest.** Each couple is given a helium balloon which they must place between them but which they may hold onto with their hands. Vary the tempo of the music. Give prizes to the couples who keep balloon between them the longest.

ATHLETIC ACTIVITIES

Use whatever resources are available. Some will take very specialized equipment or space while others can be set up almost anywhere.

- Walleyball
- Tug-of-War
- Volleyball
- Bowling
- Arm wrestling
- Nerf fencing
- Racquetball
- Basketball
- Ping pong
- Frisbee Throw
- Roller skating
- Ice skating
- Health club equipment
- Aerobics class

WATER RELATED ACTIVITIES

Swimming, water games, water contests or other activities may be planned if pool is available. Be sure to have *currently* **certified** lifeguards present and in control of this area. Make arrangements for use of locker rooms and alert students to bring swim suits, etc. Some suggestions:

- Biggest Splash contest
- Belly Flop contest
- Remote controlled boat races
- Rubber boat races: Use small paddles to propel small rubber boats or inner tubes the length of pool for individual or team relay races.
- Water volleyball: play in shallow end; 6-10 person teams.
- Water basketball: pool edge goal; lay in either shallow or deep water depending upon swimmers' ability.
- Water slide or jungle gym: can be rented.
- Free swim: just let them do what they want
- **Scuba Diving Lessons.** Check requirements with **certified** instructor. Signed permission for all persons may be necessary.

BEAUTY RELATED

- **Tattoo Parlor.** Paint small designs using body paints available from specialty (see Resources) or theatrical supply houses or use commercially available washable decals—**very** realistic. Painted designs will last 2-3 *weeks if* taken care of (no scrubbing, no oils, no alcohol-based products but should be re-powdered each day) while the decals will last 2-3 *days*.

  If using painted style, try to have enough staff to run a production line: One volunteer applies designs (with rubbing alcohol-soaked cotton pad). Have enough volunteers to give each a paint brush and one bottle of paint (suggest *two* bottles of red!). Students stand in lines of painters for each color they wish to have painted on their tattoo. One volunteer powders tattoo to complete process. (Number of volunteers needed will depend on number of colors of paint being used.)
- **Beauty make-overs**--guys as well as gals like to try out different kinds of lotions, creams, make-up, and scents.
- **Stage make-up.** Community theater or school drama clubs may be willing to provide some expertise as artists get to practice on live subjects using party materials—a bargain for both artists and the party. Students seem to like "Spider man," glittered "tear" drops, over-sized colored mylar eyelashes, beards and mustaches, etc.
- **Hair studio.** Fancy, high-fashion, or punk hair styles using lots of glitter and spray-on hair color are fun. Some hairdressers—particularly those with large teen clienteles—may be willing to help.
- **Toe nail painting.** Oakton H.S. *Fairfax County,* calls this "Under Tow" at their beach party and does cute designs and fun colors. Boys seem to love this as much—or more—than the girls. Design on big toes, others painted background color only. Suggestions: moon and stars, balloons, roses, Batman, rainbows, shamrocks, hearts, athletic teams, etc.
- **Finger nail painting**. Use nail technicians from local shops to air brush or paint fancy designs on nails. Or, do regular manicures.

MEMORIES

- **Graffiti wall.** Cover large area with paper; let students write with magic markers all over it and give to class for use at future reunions. Some have used this as part of their theme decorations (movies—Grauman's Chinese Theater, NY—subway, etc.). Try painter's drop cloth, decorative novelty paper, etc. Be sure markers won't go through and mar wall.
- **Time Capsule.** Have students bring something small to make up a box of items to be opened at a class reunion in 10-20 years. Have papers available for students to fill out their prediction of things they think will have happened to them by then (marriage, children, jobs, salary, etc.). Try to include some school memorabilia if students don't bring it in (football, band, drama program, etc.) Find a safe storage place for the capsule—remember it needs to be stored 10-20 *years*—perhaps with senior class president or other officer who may be setting up (or at least

attending) future reunion. Prom parties can also do this—Use as a special activity for the senior class.

- **Yearbook signing.** This seems to be a huge hit at schools where yearbooks are not distributed until the last couple of days of school.
- **Video of Graduation or Prom.** Tape and show complete graduation ceremony or students arriving and dancing at prom for viewing as students stand or sit in lines for other activities during the party or provide special room for this.
- **Video of Class**. Video tape as many class activities as possible—beginning with first day of school senior year (or, if possible, begin with freshman year). Try to tape some of each sport, musical event, assemblies, class election posters—class life in general. Show only the senior tape at either a prom or grad party.
- **Class photos.** Collect slides of students at all ages. Project on wall near dance floor or food tables. Let them run continuously all night. Be sure to return photos to parents who loaned them.
- **Video Time Capsule.** Use video camera to "capture" students' comments for future use at a class reunion. May have set questions to be answered or students may wish to perform, etc. Be sure each person is clearly identified on tape.
- **T-shirt, Boxer-short, Hat Signing or Decorating.** Provide items along with permanent markers for students to sign, write messages, or decorate. Stay away from paints (bottles or brush-on) as items must then be left to dry (they take up space, there may not be enough time for item to dry, and paint can easily be transferred onto participants or volunteers clothes or another participant's item if brushed against).

SPECIAL ENTERTAINMENT

- **Academy Awards Ceremony.** Use with a "home-made" video studio, or as a movie-theme party wrap-up activity. Select a small number of characters from *current* movies well-known to *students*. Have students nominate classmates who would have best played that part. Do this two to three weeks before the party—during school hours. The week of the party have students vote on top three candidates in each category and keep results secret until party breakfast. Award small "statue" (copy of "Oscar" or use gold-sprayed plaster-of-Paris school mascots), certificate or other cute gift. Give winners opportunity to make acceptance speech. DJ may help with theme music from movies.
- **Womanless Beauty Pageant.** Stage a "beauty" pageant where guys dress up in women's wear. Announce it in time for students' to make plans to enter and come prepared with costumes, wigs and make-up. Let girls dress the guys; award prizes to the guy *and* the girl who dressed him. Introduction of contestants may be part of pre-party publicity. Award prizes—bouquet of flowers, crown, etc., along with a small "real" prize. One school sprayed Barbie dolls gold and dressed them in the school colors; the guys competed to "Bring home the Barbie."
- **Hire an entertainer.** Hire a group or individual to walk through the crowd entertaining or hire a group to do a special act at a particular time.
  - Magician
  - Mime
  - Comedian
  - Yo-yo pro
  - Steel band
- **Role Reversal Celebrity Couple**: Two students chose a celebrity couple they wanted to imitate. The guy became the female of the couple and the girl become the male of the couple, complete with costumes. They performed a two minute skit in front of their classmates. Cash prizes given (Our winners were Madonna & Michael Jackson.)—Kempsville H.S., Virginia Beach City Schools.
- **Silly String War**—free wheeling, friendly combat using Silly String as the weapon.
- **Fireworks.** End party outside with fireworks.
- **Jello Wrestling.** Madison H.S. & Fairfax H.S., *Fairfax County*; T.C. Williams H.S., Alexandria City; Chilhowie H.S., *Smyth County*.

PIT: **Cover area *at least* twice as large as needed with plastic.** This is a good activity for an *outside* area. Place wrestling "pit" in center. "Pit" will probably large inflatable swimming pool. Pool needs to be sturdy enough and large enough for teens (baby pools won't do!) Be SURE the entire area under and surrounding the "pit" are *completely* covered with plastic. Also provide a plastic runner between "pit" area and clean-up area. Jello will melt, be thrown, eaten, shaken from hair and hands, and will be *EVERYWHERE!!!*

JELLO should be LEMON flavored—red flavors stain *everything*. (Second choice: orange.) Cafeteria personnel may be willing to be involved in making jello. Can be done in MANY large metal pans that fit into the rolling racks most school kitchens own and then rolled right into the refrigerator. It takes A LOT of jello: advice from one school—about 200 normal packages. Simply use spatulas to scoop jello out of pans and into "pit." NOTE: jello will melt as it is "used." Count on four to six matches, maximum. The thinner it is to begin with, the faster it will melt. The larger and more active the wrestlers are, the faster it will melt. The warmer the room is, the faster it will melt.

RULES: Girls wrestle only girls; boys wrestle only boys. Have them wear swim suits under shorts and T-shirts. Work with the wrestling coach to establish some FIRM rules. Keep SAFETY in mind as well as fun. Find a referee (may ask him/her to wear traditional black/white striped shirt, black shorts/slacks, and swim fins to add to fun). Students should know this is FOR FUN and that it's more of a show than anything else. Contestants MUST be lined up ahead of time. No contact lenses should be allowed as they are almost impossible to find in the soupy jello!

CLEAN-UP: Provide a place for students to clean up. Be sure students stay on plastic runners between pit and clean-up area. If nothing else is available, take students outside and hose them off. Be sure to have plenty of towels for them to use. *Have a clean-up team ready and waiting to clean-up the wrestling pit!*

- **Chocolate Pudding Wrestling**. Middlesex H.S., *Middlesex County*. See Jello Wrestling details as most information applies. Pudding can be obtained in LARGE cans from discount grocery stores or ask your school cafeteria personnel for help in obtaining it.
- **Balloon animals or hats** are always a hit. Check to see if any of volunteers have this skill before hiring a professional. HINT: Many DARE Officers use balloon animals or hats as part of their program and may be willing to help.

PERSONALIZED ACTIVITIES

- **Caricatures.** A talented parent or community member may be willing to draw caricatures of students. Many caricaturists can do approximately 45-75 drawings in 3 hours.
- **Fortune Teller.** A crystal ball, gypsy costume, and tea leaves, cards, or palm reading done in a dimly lit room create excitement especially when everyone is forecast to have happy, successful futures. Be aware that some parents and/or community members may object on religious grounds.
- **Handwriting analysis.** A community member may be able to provide this service. If not, fairly simple inexpensive computer (but time consuming) programs are available. It may be best to run the computer analyses *before* the party and hand them out as party favors.

OTHER ACTIVITIES

- **Dunk Tank, Flush-em, or Pie Throw.** Use favorite teachers or administrators as targets, if willing. Be sure to provide eye protection for pie throw (recommend shaving cream over whipped cream due to clean up problems). Be careful with dunk tank as person being dunked can be injured if not done properly.
- **Video games.** Set them on free play or provide coins or tokens to be used.
- **Laser Tag.** Equipment may not be readily available (rumor is that it is not being manufactured at this time) but is popular with students if available.
- **Game show.** Use imagination in adapting a current TV game show for students to play. NOTE: It is extremely important to find a dynamic enthusiastic volunteer to run this activity. It's been a smash at parties with the right volunteer and a real dud at those without such a person. Try "Win, Lose or Draw."
- **Movies.** Depending on equipment available, use either video or movies obtained from local theaters. **NOTE: License is needed for this activity**—See chapter on Legal Information. This activity may entail more problems than it is worth.
- **Pinatas** full of prizes and candy.
- **Silent Auction**—Students place written bids (to be paid in play "money" won by playing various games) for items they wish to purchase.—O'Connell H.S., Private school in Arlington County.
- **Billiards**
- **Funniest Home Video Contest.** Contestants bring their video from home or make their video at the party using equipment, costumes, props, etc.

GROUP ACTIVITIES—Could be Relay Races, Timed Activities, or Tournaments.

- **Long-John Stuff.** J.J. Kelly H.S., Wise County. Divide participants into teams. Give each team a set of extra-large Long Johns complete with "trap-door" bottom. Give each team a bag of un-inflated balloons. Set a time limit (5-10 minutes). During this time one student in each team must put the underwear on *over* their own clothes. The entire team must now inflate and stuff as many balloons inside the underwear as they can in the time allotted. Give prizes.

  Variations:
  - Give a set amount of balloons and race to see which team can inflate and stuff them the fastest.
  - Use variation #1 *but* have *each* person on team put on underwear with team restuffing the balloons for each team member. The trick here is to not break the balloons as they "undress" and "dress."
- **Magic Carpet Slide.** Madison County H.S., *Madison County*. Relay race: Divide students into teams. Couples take turns pulling each other a prescribed distance on carpet pieces (try carpet samples).
- **Pass the Orange.** Madison County H.S., *Madison County*. Relay race: Divide students into teams. First student on each team places an orange under his/her chin. Orange is passed from payer to payer using *only* their chins—NO hands!
- **Pass the Lifesaver.** Relay race: Divide students into teams. Give each student one toothpick which they are to place in their mouth. Give the first student on each

team one Lifesaver candy which is placed over the toothpick (which is being held protruding from their mouth). The Lifesaver is passed from student to student using only the toothpicks held in their mouths—NO hands allowed!

- **Potato Roll**. Madison County H.S., *Madison County*. Relay race: Divide students into teams. A softball is placed in one leg of pantyhose and tied around the waist of the first member of each team. Students then are expected to move their bodies in such a way as to have the ball roll a potato into a square taped onto the floor. NOTE: students may be reluctant to participate at first, but will quickly become enthusiastic as game progresses.
- **American Gladiator.** Martinsville H.S., *Martinsville City*. A good old-fashioned pillow fight! Equipment needed: Wrestling or gymnastics mats, balance beams, helmets. Give each participant a helmet. Have participants sit facing each other on the beams. Each participant must lock their legs together and keep their left hand behind their back. Pillow fight ensues with no hits above the neck. Last one on the beam wins! Can be a tournament.

THEME RELATED VARIATIONS AND/OR ACTIVITIES

- **Monopoly theme:** Oaktonopoly Darts—used Monopoly cards as targets for dart game.—Oakton H.S., *Fairfax County*.
- **Beach theme:** "Go Fishin'": guess number of goldfish crackers in bowl—aquarium 1st prize. "Sandy Bottoms": guess combined weight of girl's and boy's swim suit with sand sewn in. "Up and Down the Coast"—guess the beaches marked on the East Coast. "Scavenger Hunt" and "Beach Shopping" (prize area).—Gloucester H.S., *Gloucester County*.
- **Up, Up and Away, Across the USA theme:** Fishing game: player to pull all fish out of pond in 5 minutes wins a prize. Guess How Many in containers of: California raisins, Virginia peanuts, spots on Florida cooler, Pennsylvania Hershey kisses, Fort Knox money. "State of the Union Hopscotch" across the states and win a prize. Breakfast foods: California fruit cup, scrambled eggs, Virginia sausage and bacon, Florida orange juice, Kansas biscuits and rolls.—Randolph-Henry H.S., *Charlotte County*.
- **Egyptian theme:** "Make a Mummy." Randolph-Henry H.S., *Charlotte County*. Participants race to wrap a partner with toilet paper. Could be a relay contest or a timed race. Great activity for Egyptian theme party.

CARNIVAL GAMES

These can be simple or elaborate; rented, borrowed or built; and are good for *short-term* fun but **if these are the *only* games you are planning, teens will leave before the party is over.** Instructions are included as many can be easily put together. Use these ideas as you look for new and different activities or adapt them to fit *your* community and students. **NOTE:** If Games-of-Chance (casino) are used as part of the celebration, prizes for carnival games should also be "play" or funny "money" that can be used in whatever way the Games-of-Chance "play" or funny "money" will be used. Consolation prizes (fun "junk") are always appropriate.

AIRPORT Broad Run H. S., *Loudoun County*

Equipment: 1 piece of plywood, fome-cor®, or flat cardboard approx. 24" x 48", black paper approx. 18" x 48", yellow paint or narrow yellow tape, 3 small balsa wood glider planes.

Attach black paper to plywood, fome-cor®, or cardboard. Paint or tape "runway" on black paper—similar to large 2-lane highway (solid stripe about 6" in from either side, dotted line down center). Set on table. Assemble glider planes. *Object*: To land planes on runway from approximately 6 feet away.

ALLIGATOR RACES Magna Vista H.S., *Henry County*

Equipment: Baby pool (with water), wind up plastic alligators for racing, 2 rubber snakes for props (optional).

Students wind up alligators and race them across "pond" *over* the snakes.

Variation: Use any wind up water toy.

BEAN BAG TOSS

Equipment: 6 soda cans filled with beans or rice (be sure to tape over hole or they will spill every time they are knocked over), 3 bean bags. (Good idea to have some extra cans.)

Place soda cans in an upright pyramid shape on top of table at back of booth. (4 cans, 3 cans, 2 cans, 1 can) Mark distance 12 feet from set of cans. *Object*: To knock cans over with bean bags.

Variation:

- Make theme, school mascot, or other target board with holes to throw bean bags through. (E.g., large cheerleader with huge "open" mouth [hole for mouth], clown with holes for mouth, hands, polka dots on costume, etc.)
- Throw ping-pong balls through holes cut out of theme-related picture painted on board.—Randolph-Henry H.S., *Charlotte County*.

- Throw "cow pies" (individually cellophane wrapped chocolate-covered marshmallow cookies) through holes cut out of board painted with cows for Western theme.—Northside H.S., *Roanoke County*

COIN TOSS.
Equipment: Coins and objects in which to throw them.

Participants are given so many coins (usually pennies) which they try to toss into a particular object to win a prize.

Suggested objects:
- Pennies into cups and saucers —Annandale H.S., *Fairfax County*
- Pennies onto the brim of a large cowboy hat—Northside H.S., *Roanoke County*
- Build 4'x4' table with 4" vertical edge. Cover with chicken wire. Place vases, saucers, glasses on wire. Provide 5-10 coins for participant to toss. If coin remains on or in any dish, participant wins a prize.—Fairfax H.S., *Fairfax County*.

DARTS or Balloon Burst Randolph-Henry H.S., *Charlotte County*
Equipment: Small balloons (5"), supply of darts (at least 6), board suitable for darts.
Place small pieces of paper *inside* some of the balloons before inflating them. Tack balloons onto dart board. Let students throw darts (usual turn—3 darts) at balloons to win prizes. Balloons containing pieces of paper win special prize or extra prize.
Variations:
- Use Monopoly cards as targets for Monopoly theme. Oakton H.S. ("Oaktonopoly" theme), *Fairfax County*
- Use pictures of favorite teachers, administrators, school staff as targets. Salem H.S., *Virginia Beach*

DEAD CHICKEN FLING. Princess Anne H.S., *Virginia Beach*
Equipment: 3-6 rubber chickens (available from Oriental Trader—see Resources) and a *large* pot.

Participants, with their back to the pot, try to "fling" chickens over their shoulder into the pot.

DINOSAUR EGGS. Robinson H.S., *Fairfax County*
Place cash, gift certificates, small prizes in "Leggs" panty hose plastic eggs. Place eggs in "dinosaur nest" made out of basket or box filled with shredded paper. Each student gets to pick an egg.

DIRTY STUFF
Equipment: Basketball backboard and hoop with net plus "dirty" laundry (**clean** boxer shorts, socks, T-shirts, sweat shirts, frilly nightgown, etc.) Mount hoop on PVC pipe, wooden frame (see Potty Toss game) or hang from ceiling. Students stand about 10 feet from board and toss "dirty" laundry through net. Decide how many "baskets" are needed to win a prize.

DUCK POND
Equipment: 12 weighted plastic ducks (available from Oriental Trading or U.S. Toy at less than $5 per dozen—see Resources). Baby bathtub or small wading pool with a couple inches of water. Numbered baskets full of prizes. Paint waterproof number on bottom of each duck. Float ducks in water.
Game worker "swirls" ducks in pond. Student picks up a duck and receives prize corresponding to number on bottom of duck. Give inexpensive prizes—a different prize for every number. Ducks can be numbered from 1 to 12 or put the same number on several ducks and have less variety in the types of prizes given.

FRISBEE THROW Randolph-Henry H.S., *Charlotte County*
Equipment: Frisbee, target of some kind through which Frisbee may be thrown (tire hung by rope from ceiling, theme related made specifically for this game, etc.

Students are given three chances to throw Frisbee through target. If it goes through, they win prize (or give Frisbees as prizes).

GRAND PRIX Oakton H.S., *Fairfax County*
Equipment: 2 battery powered, *radio* controlled cars—each having a different frequency, 10 to 12 1' cones. Be sure cars can be steered in all four directions and are not attached to the control with a wire (don't use *remote* controlled cars). NOTE: Some cars can only turn left or right by going *backwards* and are not good for this game.

Set up "traffic" cones to make race course for cars. Have one student control each car and race them through the course. First one to finish without knocking over cones wins prize. Small bridges and "bumps" can also be built to add to difficulty.

Variations
- Use only one car; hold "time trial." Keep track of each player's time; fastest one is winner.
- Use *radio* controlled boats in swimming pool.

HIT THE CEILING Appomattox H.S., *Appomattox County*
Equipment: Small rubber encased magnets, ceiling with metal strips holding ceiling tiles.

Object is to throw magnets at ceiling in such a way that they "stick" to the metal strips. Students like this since all through school they have been reprimanded for throwing objects (pencils, food, gum, etc.) at classroom ceilings. This game is more difficult than it sounds.

HORSE RACE

Equipment: 6 wooden horses; 1 pair dice—one die for horse's number, one die for number of spaces the horse will move; track—plywood base (or use poster board), painted with squares for the horses to move. Track will be six across (6 horses) by six spaces long. Be sure to put "Start" across one end and "Finish" across other end.

FINISH					
6	6	6	6	6	6
5	5	5	5	5	5
4	4	4	4	4	4
3	3	3	3	3	3
2	2	2	2	2	2
1	1	1	1	1	1
START					
H 1	O 2	R 3	S 4	E 5	# 6

Play

- Play traditional fanfare music to signal students that race is about to begin.
- Record bets: 3 to 1 for win, 2 to 1 for place, even for show.
- Hold race every 1/2 hour or hour: "Post" time.
- Name horses for school related people, places, or things (teachers, administrators, clubs, activities, rival schools, etc.) or use things related to theme.
- Dealer holds and throws dice. Other activity worker moves horses on track.
- Play until three horses have finished the race.

HORSE RACE RULES given to students at West Springfield H.S., *Fairfax County*.

BETTING

- All bets must be placed before the race begins.
- Bets are placed using a ticket punched with:
  - Race number]
  - Number of horse bet on
  - Win (W), Place (P), or Show (S) bet
  - Amount of Bet: Minimum 10, Maximum 100
- The ticket is given to the player upon receipt of the amount of the bet.

THE RACE

- Horses are started behind the starting line.
- Two different colored dice are rolled:
  - Red die determines which horse is moved.
  - White die determines how many spaces the horse moves.
- Race continues until three horses cross the finish line and the order of finish is recorded.

SAMPLE TICKET & BETS

The sample ticket has holes punched to indicate the following bet:
RACE NUMBER: **4**
HORSE **# 6** to **WIN**
AMOUNT OF BET: **$60**

- If Horse number 6 wins the 4th race, the ticket holder will be paid a total of $360. (See table below.)
- Holders of Place and Show tickets for Horse number 6 in the 4th race are paid according to their bets.
- Holders of Place or Show tickets for the horse finishing 2nd and holders of Show tickets on the horse finishing 3rd are paid according to the amount of their bets.

WEST SPRINGFIELD H.S.

RACE
1 2 3 ○ 5
6 7 8 9 10
11 12 13 14 15
16 17 18 19 20

HORSE
1 2 3 4 5 ○
○ P S

BET
10 20 30 40
50 ○ 70 80
90 100

HORSE RACE PAYOFFS:

BET	WIN	PLACE	SHOW
10	60	30	20
20	120	50	40
30	180	90	60
40	240	120	80
50	300	150	100
60	360	180	120
70	420	210	140
80	480	240	160
90	540	270	180
100	600	300	200

THE PAYOFF

- Winning tickets (Win, Place, and Show) are paid off as follows:
  - WIN bets are paid off at 5 to 1 if horse finishes first.
  - PLACE bets are paid off at 2 to 1 if horse finishes first or second.
  - SHOW bets are paid off at 1 to 1 if horse finishes first, second or third.
- Players holding winning tickets (Win, Place, Show) are paid the amount of their original bet *plus* the odds listed above. For example, if player bets 10 to win on a horse

and the horse wins, he is paid his original bet of 10 *plus* winnings of 50 for a total of 60. (See payoff chart.)

RESULTS

- Results (Win, Place, Show) for each race will be posted at the "Race Track."
- Winning tickets may be cashed in up until the game closes.

BEST BET: Any horse to show. (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

KOOL POOL

Equipment: Pool table (directions below), cue stick, 2 balls, 50 cent piece.

To make pool table: Use scrap plywood base 24" x 48". Sides and ends should be 3½" x ½" and same lengths as base. Shape one 24" end piece so it is no more than ½" high across most of end for ease in hitting ball. Cover entire inside bottom of table with green felt. Attach sides and ends to base. Draw or paint 3" circle 4½" from top, centered between sides and a large dot 9½" from more open bottom end, centered between sides. It is wise to attach metal corner braces since force of ball hitting end causes end to pull away from sides. Place "Pool Table" on top of regular table to use. **To use real billiard table**: Use small circles already on table and line up balls as above but use dime on top of ball at far end of table.

Center eight ball in circle at far end of "table" with coin resting on top of ball; place other ball on dot near other end of "table." Player uses cue stick to knock cue ball into the "eight" ball relocating the coin to one of two places: *easy*—inside circle; *difficult*—outside circle.

NOTE: Cue ball and eight ball are the *only* balls available separately. The rest must be purchased *as a set*. Use these two balls in case there is a need to replace them.

LOCKS

Equipment: Fasten 12-15 padlocks of various sizes and brands onto "eye" bolts mounted on a piece of plywood. Give participants a small box of keys (may wish to use many more keys than locks). Participants must unlock all of the padlocks. This may be timed or untimed. May run a "time trial" during night with three fastest times winning prizes at end of party.

LOLLIPOP TREE

Equipment: "Tree" with small holes for lollipops, enough lollipops to fill tree. Enough prizes for every "colored" stick. A ready made cardboard lollipop tree is available from U.S. Toy (see Resources) for approximately $10 or make one using peg board cut into almost any shape. Color the *ends* of a **few** of the lollipop sticks with different colored magic markers but leave most plain. Students choose a lollipop which they keep **but** If the lollipop has a colored end, they also receive a prize corresponding to that color, (E.g., The 1 red end receives a nice prize, 6 green ends receive something of lesser value, 12 blue ends receive something of even less value, etc.) Everyone walks away with *at least* a lollipop.

MAN/LADY/PERSON OVERBOARD! Broad Run H.S., *Loudoun County*

Equipment: "Ocean," wig stand, wig, 3 toy "life preservers." Make "ocean" from plywood, cardboard or fome-cor® approximately 24" x 48". Paint or cover with blue fabric. Paint white "waves" across board. Mount a wig form approximately in center of "ocean." *Pin* wig onto form.

Each participant receives three chances to "save" the drowning person by throwing life preservers over "drowning person's head."

NERF FOOTBALL OR BASKETBALL THROW

Equipment: 3 Nerf footballs or basketballs, tire hung from ceiling by a rope. Participants have three chances to throw ball through tire.

PENNY DROP

Equipment: 1 fish aquarium, 1 **small** glasses, bucket of water, pennies or other coins.

Put glass on bottom center of water filled aquarium. Player tries to drop coins into the glass. NOTE: Aquarium must be kept filled to the brim with water at all times or the odds will change drastically. It is wise to place it inside a low-sided tub (or similar) to catch water that will be dislodged when retrieving the coins.

POTTY TOSS

Equipment: toilet seat (preferably new), piece of wood for backboard, 3-6 rolls toilet paper, transparent tape.

Attach toilet seat vertically on backboard. Mount on tall legs (2 x 4's or PVC pipe) about six feet from the ground with seat hanging down like a tire rather than sitting horizontally like a basketball hoop. Wrap toilet paper with tape to keep it from unrolling. Mark throwing line 12 feet away. (This is like the football through the tire game.)

Player gets three tries to throw the toilet paper roll through the hole in the seat. This game can be extremely easy for many of the students but the kids love it since they can't believe their parents would do anything with toilet paper and toilet seats!

Variations

- Hang toilet seat so it swings freely if toilet roll hits seat rather than going through hole.

- Hang toilet seat down very low between legs but attach so it swings freely.
- Attach two or more seats—creating two or three holer.
- Attach seats so they are "cocked," more like actual seats (lid and seat at 90° angle).
- Build an "outhouse." Build "house" out of weathered wood complete with slanted roof, crescent moon cut in door, lantern hanging on outside, long underwear hanging on inside of door, "one holer" looks very authentic!—Langley H.S., *Fairfax County*
- Mount seat over round hole cut in square or rectangular wooden box set on legs with hole about 4-5 feet off ground. Mount one enlarged xerox picture of principal on lid which opens above box and one on **inside** of box, framed by toilet seat. Cut out nose from inside picture and replace with a switch. Mount red flashing light with noise maker (fire alarm, bell, buzzer, or siren) on outside of box under seat. ***Object:*** hit switch on principal's nose to set off siren and lights.—"Potty All Night," Loudoun Valley H.S., *Loudoun County*
- Don't wrap toilet paper—let it fly through the air. This version takes **lots** more toilet paper!
- Mount principal, counselor, or favorite teacher pictures *behind* toilet seats for students to aim at. —West Springfield H.S., *Fairfax County*.

PING PONG TOSS

Equipment: 12-24 small fish bowls, water, ping pong balls. Place water filled fish bowls on table with all bowls touching each other. Player gets three tries to throw ping pong ball into a bowl from approximately 12 feet. (Game is harder than it seems as balls tend to bounce off edge of bowl and fly through air.)

Variations:

- Use 5-6 larger fish bowls and *fake* goldfish (available from Toy-R-Us) (No live fish, please.)
- Use 25-30 glass lamp chimneys at far end of table set so they touch each other. Have student bounce ball along table and *inside* chimney. —Woodson H.S., *Fairfax County*.
- Use glasses set inside baby play pen.—Magna Vista H.S., *Henry County*.

PUTT-PUTT GOLF —Robinson H.S., *Fairfax County*)

Cost: Nothing if made from scrap/donated materials. (Our lumber and nails came from a building site scrap pile; carpet was a donated remnant.)

Materials

Carpet: 2 pieces—one runner 2' x 12'; one rectangular 3' x 5'

Wood :1/2" or 3/4" Particle board or plywood: two 4' x 8' sheets

2 x 4's: at least 72 feet—3 pieces over 5' long, 6 pieces over 4' long, balance in 1' to 3' lengths

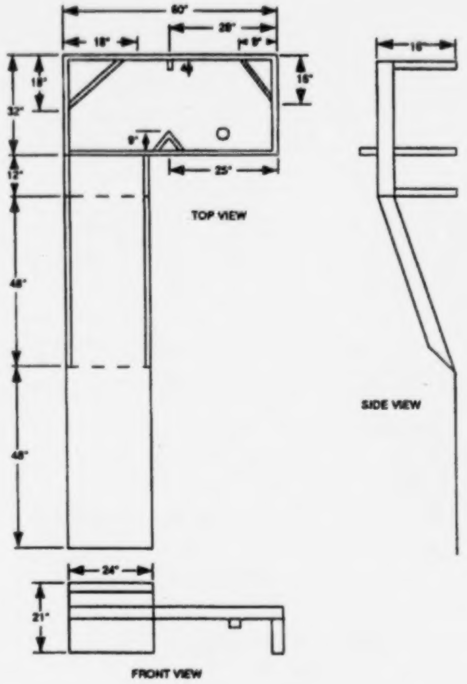
1 x 6's: at least 6 feet

Coffee can: 11.5 oz. can (any can with 4" diameter)

Nails: re-use nails from scrap lumber, supplement if necessary

Carpet tacks: any short nail with a large head will work (e.g., subfloor nail, roofing nail)

Design: See sketch. Suggestion: Collect materials first and design hole based upon size of carpet and/or the size of particle board or plywood obtained.



RING THE . . . SODA BOTTLE OR SODA CAN

Equipment: Soda bottles or cans (any size), rings to fit over entire bottle or can.

Place bottles or cans on top of a table at back of booth. Prizes can be marked **on** or real or play "money" placed **under** can or bottle, or prize can be actual bottle or can of soda. Distance: 12 feet from front of table.

Player gets three chances to throw a ring over the top of a bottle or can.

Variations:

- "Loop the Bird" or "Lei the Flamingo." Throw rings or plastic leis over heads of flamingos which have been mounted on dowels and stuck into either wooden bases or cement-filled cans. —Midlothian H.S., *Chesterfield County*.

- "Ring the Antlers." Throw large hoops over antlers mounted on backboard. —Park View H.S., *Loudoun County*.
- "Ring the Horns." Interactive two-person game. Have one participant hold small board on which *small* set of horns or antlers have been mounted while other participant throws rings. In this way, person holding horns can help by trying to "catch" rings on antlers.
- Use any object that fits theme and throw rings, embroidery hoops, hula-hoops, leis, or something appropriate to theme over object.

SET IT STRAIGHT
Equipment: Long neck bottle (NOT beer!) and pole or dowel stick to which is attached approximately 24" of string. Tie a 2-3" hard plastic ring to end of dangling string. Lay bottle on its side on a **flat** surface. If area is carpeted, use piece of wood underneath bottle.

Holding unattached end of pole only, participants tries to loop ring around neck of bottle causing bottle to sit upright. NOTE: This is probably the most difficult game listed here.

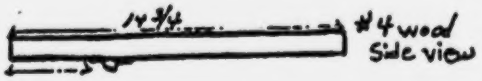
SPEED TRAP or RADAR BASEBALL/SOFTBALL. Martinsville H.S., *Martinsville City*.
Equipment: Baseball and local police, sheriff or state police officer with radar gun. Use strong net or put carpet on wall to protect the wall when baseball is thrown. Law enforcement officer checks speed of the baseballs thrown. Keep records and award prizes at end of night.

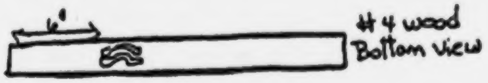
TARGET GOLF Herndon H.S., *Fairfax County*.
Equipment: 1 hole golf course, golf club and balls, real money, coupons and funny/play "money" from other games.

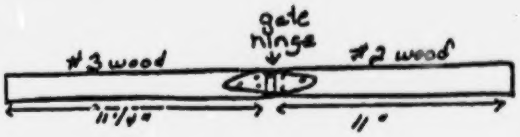
Use scrap plywood to make 6' to 8' long by 2' wide course; cover with green felt. Attach 3½" x ½" pieces of wood (cut same length as sides and end) to both sides and one end to contain ball in play area. Drop money and coupons in various places near end of "hole." Participants try to hit ball so it lands on a piece of money or a coupon.

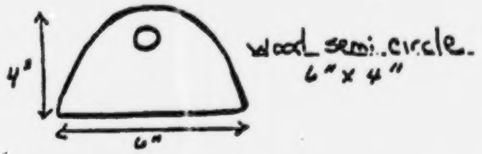
TARGET PRACTICE. In the past various target games using cork rifles, squirt guns, Nerf guns or bows and arrows have been suggested. **Please note: Most schools have a policy which *prohibits* these items on school property. IT IS *STRONGLY* SUGGESTED THESE GAMES *NOT* BE USED.**

*WHACK-A-*__________ Park View H.S., *Loudoun County*
EQUIPMENT NEEDED TO BUILD:
- (#1) 1 - 2x4 CUT TO 41 1/2" long
- (#2) 1 - 1x4 cut to 11" long
- (#3) 1 - 1x4 cut to 11 1/4" long
- (#4) 1 1x4 cut to 14 3/4" long
- 1 1x6 8" long for semicircles
- 1 aluminum gate hinge
- 1 piece 3/4 pipe 7" long
- 2 1" pipe straps

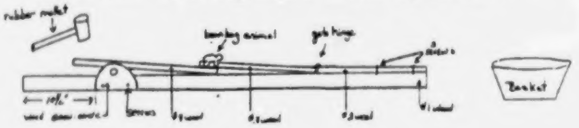








CONSTRUCTION:
1. Hinge together #2 & #3 wood pieces. Place hinge on top.
2. Screw hinged pieces to #1 wood piece making sure that ends of the pieces are flush.
3. Cut semi-circles (6" diameter - 4" high), drill hole to accept pipe near top. On opposite end from which you screwed hinged pieces, mount one semi-circle on each side of #1 wood piece 10 1/2" from the end.
4. Mount 2 pipe straps (1/2" apart) on the bottom of #4 wood piece. Place them 6" from the end of the wood and centered.
5. Slip pipe through hole in semi-circle, through both pipe straps, then through other hole in the other semi-circle. This will allow #4 wood piece to pivot.
6. Place #4 wood against bottom 2x4 (#1 wood piece). Allow #3 wood piece to rest on top of #4. They should overlap. Place bean bag animal on top of #3 wood piece near the end. Hit #4 wood piece with rubber mallet at raised end. Bean bag animal should fly into air.



Object: To propel object into a basket placed at a *reasonable* distance.
Equipment needed to play: Game (as above), rubber mallet, stuffed object, target.

Variations

- Use stuffed animal or school mascot.
- Use frog as animal. Use piece of fabric with green felt "lily pad" leaves strewn across. Place both game and "pond" on floor. Object is to get frog onto lily pad. —Broad Run H.S., *Loudoun County*.
- Use frogs and washtub with felt lily pads inside. Place washtub on small stool and game on floor. Whack frog up into tub and onto lily pad. —Gar-Field H.S., *Prince William County*.
- Use small dolls instead of animals. Let students name their dolls after teachers or administrators. "Whack" teacher into basket, tub, volcano (fake fire), etc. —Brookville H.S., *Campbell County*.
- "Smash the Brookville Bee (neighboring competitor school) into a volcano" (theme: Hawaiian Beach Blast) —Rustburg H.S., *Campbell County*.
- "Frog Feast." Paint large colorful frogs on piece of plywood. Make frogs' tongues out of wide "hook" side of Velcro (Dip in red fabric dye, then dip in straight vinegar to set dye, dry, staple to plywood). Make small gray "flies" or "insects" out of cloth and cover with "loop" side of velcro (can also be dyed). Whack insects onto frog tongues. —Thomas Jefferson H.S., *Fairfax County*
- "Alligator Feast." Hang fishing net behind large pot or barrel (½ barrel will do). Use 12"-18" rubber alligators and "whack" them into the pot or barrel. —Midlothian H.S., *Chesterfield County*.

PASSIVE GAMES

GUESS HOW MANY

Equipment: Prizes filled with an amount of "something," pencils, paper. Some items are chosen for the container while others are chosen for the item being "counted." Adapt whatever prizes are available to fit the needs of the game.

Provide pencils and small pieces of paper for students to guess how many or how much of something is in or on an item and then give the item as a prize to the one coming closest. Some schools find it easier to place a tablet beside each item and have students list their name and guess. It becomes very easy to circle the winning guesses at the end of the party without messing with a lot of small scraps of paper that have been folded *many* times. **NOTE**: It is wise to know the top 5-7 closest guesses for each prize in case the winner is not present when the prizes are awarded.

Some suggestions:

- Small cork message board with one thumb tack: "How many tacks would it take to cover this board?" or use **many** thumbtacks randomly spaced to guess how many there are.
- Popcorn popper.
  Several variations
  - Small bowl of popped popcorn: "This is one quart of popped corn. How many kernels of popped popcorn will be in four quarts?"
  - Jar of unpopped corn: "How many cups of popped popcorn will this jar make?" (be sure jar doesn't state this info) OR "How many unpopped kernels of corn are in this jar?" OR "How much does this much popcorn (popped, unpopped) weigh?"
- Small cooler full of pretzels: "How many pretzels are in the cooler?"
- Hotpot full of M & M's: "How many M & M's are in the hotpot?"
- Can of coins or bank (one school found a huge Coke bottle bank and put a small amount of change in bottom): "How much money is in the _______?"
- Large spotted-on-both-sides inflated pool float (shark, alligator, etc.): "How many spots?"
- Large container full of Hershey kisses: "Kiss and tell how many!"
- Piece of duffle-bag luggage filled with styrofoam "popcorn": How many pieces of styrofoam are in the suitcase?" (HINT: Most teens *prefer* duffle-bag style luggage.)
- Duffle-bag stuffed with "recycled" tests. Some teacher will take pity on your committee and help with this one!
- Beach theme: Fill swim suits with sand (need to stitch shut) and ask participants to guess weight of suit (in grams or ounces to make it more difficult).
- Number of holes in tennis racket (keep a portion of racket inside racket cover).
- Number of rubber bands placed around handle of flashlight

BOARD GAMES

Some schools have great success using board games (Checkers, Monopoly, Chess, etc.) Many report this is the least used area of party. Games need to fit theme or this needs to be something the participants really want to do in order to be successful.

PHOTOS

Candid Photos. A parent or professional photographer can take photos using large plywood, cardboard, or fome-cor® cut-outs, theme props or "stick your head through the hole" props that can be saved for other years. Use Polaroid camera for instant photos or take regular prints and (1) have them developed by a one-hour photo store *during* the party or (2) have them developed *after* the party, post them on walls at school and let students pick them up. These can be put into small paper frames, plastic key chains or plastic buttons which are all available (along with a cutter) from Polaroid (see Resources). May wish to issue each student a coupon so you don't run out of film before night is over (stores will probably not be open to get more!)

SUGGESTIONS:

- Jail cell with "prisoner" costumes and "Released from ___H.S., 19__" caps
- Convertible or antique car
- "Time Graduate (or Prom Couple) of the Year" magazine covers
- School mascot
- Costumes, scene or props related to theme
- Roving photographers take pictures in front of decorations.
- Cutouts of 19__ (for senior class).

JAIL CELL FOR CANDID PHOTOS South Lakes H.S., *Fairfax County*

Components: Four 8' 2x4's plus two 11" scraps, seven 8' 1½" pieces of ½" PVC pipe, and four sets 3½" door hinges. **Use sand bags to weight frame.** Make costumes using large Pajama pattern and sturdy black and white striped fabric. **Double stitch ALL seams.**

Cell will be built with the four 2 x 4's making the frame and the pipe being the bars.

1. Drill seven 3/4" holes on 12" centers along length of both top and bottom boards. Drill completely through the bottom board but only half way through the top board.
2. Nail one 11" pc. of wood ¼" from each end of bottom piece for added weight.
3. Mount hinges on bottom piece across cut end with pin section nearest added 11" piece of wood.
4. Mount hinges on top piece across inside (drilled side) with pin section nearest end.
5. Mount side pieces flush with end (pin section near end) on one end and 2" above end on other end.
6. PVC pipe should be 1½" longer than cut wood.
7. To put together: Slip pins into hinges on bottom and bottom sides. Add pipe to form bars, then add top piece and slip pins into hinges. Mark each corner with different letter (A, B, C, D) for ease in putting together year after year.
8. Weight frame with sand bags or make own side supports.

BABY BINGO or KIDDIE KWIZ, South Lakes H.S., *Fairfax County*

Equipment: Pictures of students from ages 3 to 8, "bingo" cards (need one color card for every 25 pictures), pencils.

Mount pictures, identified by numbers, on poster boards. Place names of students from photos in squares on "bingo" cards. Make a different colored "bingo" card for every 25 photos of students (only 25 names per card). Follow rules below. Draw for one or two prizes out of each color card: first card drawn with a correct "bingo" wins a prize. Be sure to include a place for players to write their own name as many will forget if it is not included as a blank to fill in.

Rules for card: Rules:

1. Find the number of the baby picture that matches the name in the square.
2. Write the number in the correct square.
3. The object is to get a BINGO—vertically, horizontally or diagonally.
4. Drawing of winners will be held at 4 a.m.—two per color of Bingo card.

Variation: Use movie stars, rock stars, theme related pictures, etc., in place of student pictures.

GAMES-OF-CHANCE: GENERAL INFORMATION, RULES, EQUIPMENT

GENERAL INFORMATION

In real life, the rules and odds for payoffs in casino games are set to favor the house. The rules listed here have greatly reduced or eliminated the house's advantage.

Many schools report this to be one of the most popular activities at the party. Parents, teachers, administrators, and community members all seem to like to volunteer to run these games. Students regard them as a "really adult" activity but this activity must not be allowed to become the "only" or the central focus of the entire party. Some students may not care to participate in this activity for a variety of reasons (religious, ethnic, parental objection, etc.) so there should be a variety of other activities in which they may participate.

Try to keep the Games-of-Chance prizes on the same level as the Carnival games. If funny "money" is given when a participant wins, then give funny "money" in the other games and activities at the party. It is important that we de-emphasize prizes for this activity and concentrate on playing "for the fun of it." Try to keep prizes down in the $15-$20 (real value) range. If a large prize must be offered, try to keep it as low key as possible or consider giving the top three "money" winners a cash prize. Remember to play only with play "money" or coupons—no real cash. Large prizes may be misconstrued as gambling which could hurt all parties in the state.

EQUIPMENT: Equipment for Black Jack, Roulette, Wheel of Fortune and Craps may be rented, borrowed, purchased, or made.

- **Rental or purchase**: look in the Yellow Pages under Games and Game Supplies, Carnival Supplies and Equipment, Party Supplies, or Rentals.
- **To purchase game layouts** which may be used easily on table tops, check the novelty and party supply catalogs (see Resources).

- **For loans**, check with the local Lions, Kiwanis, Knights of Columbus, Rotary, Jaycees, etc.
- **To build equipment,** see the plans included later in this chapter.

The average school can probably make do with 8-10 Black Jack tables, 1 double Roulette table (1 wheel—2 tables), 1 Wheel of Fortune with 4-6 laydowns, and 1 Over/Under or Beat the Dealer table. Craps can be fun but it can also be complicated—both to run and play but many schools use it.

Most schools have found that having the students sit to play Black Jack makes it easier for everyone. The dealers know who the players are and can control the number at their table—no one plays who doesn't have a chair with only a set number of chairs at a table. It's almost impossible to play the other games (roulette, wheel of fortune, etc.) sitting down.

Some schools prefer to play these games in the same room where the prizes are distributed. Others open a prize booth, souvenir shop, etc., in another area of the party. The tables will look more professional when table skirts are used around the sides. Equipment need not be elaborate for the students to have fun; Black Jack can be played with nothing more than decks of cards—no fancy tables are really necessary.

Dealers need a break during the night. Many may wish to stay all night but almost all find they need to take a break or even to change games. **It is important that ALL dealers follow the same rules.** Appoint a "Pit Boss" who will oversee all of the games all night or will share that duty with one other person by monitoring **all** of the casino games to make sure dealers aren't doubling the odds on a whim, passing out extra play "money" to students they know or like, etc. They can control when the entire game room runs a double bet (ring a bell). Be sure to keep your dealers supplied with sodas—this is a thirsty job!

Be sure to hold a training session for all dealers. Give each of them a set of the rules that will be used during the party. Be sure the dealers understand those rules and can teach the students those rules easily. Some of the rules used will probably be different that those used at real casinos so be sure dealers know those differences. Give each of them a chance to deal a few hands or run a few rounds of whatever game they will be working. Use fellow dealers as players. This gives everyone a chance to become comfortable with the rules and equipment.

Post game rules around the room in easily accessible places. Most students will not have played these games before and will need or want to see the rules (besides it's easier to point out a rule on the wall if there is a dispute).

Play "Money"

Some schools use chips during the actual play and let students cash them in for play "money" at the end. Others use play "money" instead of chips. If this is the route the committee chooses, be sure the "money" is printed in colors—preferably a different **bright** color for each denomination with the denomination printed clear, LARGE, and **bold**. White or pastel colors tend to blur when dealers are tired and the lights may not be as bright as needed to distinguish the colors. Experienced committee chairmen report that blue and green tend to look alike as do pink and yellow or yellow and white. Monopoly style "money" can easily be printed on a copy machine and cut on a paper cutter although it may be time consuming.

If students will be playing with packs of funny "money," plan to have some committee members set aside ***several* hours** to put together the packs of "money" before the party. Determine the denominations that are to be used then decide how much each student will receive. Try to keep denominations BIG and exciting with $1000, $5000, $10,000, $50,000, $100,000. The prize values need to match with the amount of "money" the students will have to spend at the end of the night. Students **love** winning *big* amounts and purchasing items for huge amounts ("I won a million dollars last night!" or "I bought this T-shirt for $10,000!")

Play "Money" Example

Try to give them enough as they enter the celebration that they could immediately go to the prize booth and purchase *something* and still have enough to play a few hands at the games of chance tables. Let's assume the following: 100 students; using $1000, $2000, $5000, and $10,000 denominations. Give each student $80,000:

Denomination	**# given**	**Value**
$1000.	15	$15,000.
2000	10	20,000.
5000	5	25,000.
10000	2	20,000.
TOTAL		**$80,000.**

Print this amount ($80,000 per student [$8,000,000] plus same for bank):

Denomination	**# to print**	**Total Value**
$1000.	5000	$3,000,000.
2000.	5000	4,000,000.
5000.	5000	5,000,000.
10,000.	5000	4,000,000.
TOTAL		**$16,000,000.**

Count out "money" for each student and place in an envelope for easier handling. Many banks will donate envelopes such as they give at their teller windows. There are several methods of handling this:

- Give the play "money" to the students when they arrive.
- Give the students a coupon to claim their play "money" at the "bank."
- Give chips for play; let students cash them in to receive winnings.
- Give the students their "money" in two packets—one that is good all night and the second that is good beginning at about 2:30 a.m. so students who lose everything early in the evening can come back later and still have "money" to play.
- If students run out of "money", give more by having students answer questions (Who was first U.S. President? Who is school principal?)

Games-of-Chance Prizes

Prizes should be a mix of functional and fun prizes. Have some students over to look through catalogs and then select from their lists. Or, once a party is established, go with what works best. Keep in mind these items should not be high ticket items. The prizes given by many schools range from lighted yo-yos and stadium cups to T-shirts, sweat shirts, popcorn poppers, fans, small coolers, stuffed animals, etc. Many items that are donated may be placed in this prize booth.

Pricing of prizes

Advice from one school:

- Estimate 95-100% of student packet values will be used to purchase prizes.
- Large value items should be priced so that players MUST win at the games in order to be able to purchase (value greater than $80,000 in packet).
- Mid-value items should be priced so that a player MUST win in order to buy more than one prize.
- Low value items—who cares what value so long as players get the feeling of purchasing *something*.
- If there are many prizes left at the end of the night after closing the game tables, discreetly lower the prices to sell items for whatever amount the students have left. **Be careful not to lower the prices too early.** Many prize booth personnel get nervous because no one is buying the prizes the first 2-3 hours of the party. **It is a mistake to lower the prices that early because the real winners will have *nothing* to purchase with their winnings at the end of the night.**

Another school made these suggestions:

- The amount the prizes are sold for should equal the amount of play "money" in action during the night plus $1 million for the bank. (According to the example—suggest student "money" [100 x $80,000 =] $8,000,000 + $10,000,000 [bank] = $18,000,000)
- Odds should be fixed in favor of the students by having a few double pay offs, etc.
- Prizes should be priced from $5000 to $500,000 with the value of all items to be "sold" totaling the amount of play "money" in action (in this case $18,000,000). (I.e., Mark stadium cups at $5000 each; if 20 were available, they would equal $100,000 when adding the "inventory").

GAMES-OF-CHANCE RULES.

BLACKJACK or "21." Detailed rules from Langley High School, *Fairfax County*

Object: To draw cards with a total closer to 21 than the Dealer's total without going over 21.

Card count

Any card from 2 through 10 will have its face value.

- Any Jack, Queen, or King will have the value of 10.
- Any Ace will have the value of 1 **or** 11, whichever is to the Player's advantage for example:
  5 + Ace = 6 or 16
  5 + Ace + 10 = 16

Playing the Game

- Once all wagers have been placed, the deal will begin. Starting on his left and continuing clockwise around the table, the Dealer will place one card, face up, on each box on the layout in which a wager is contained. The Dealer will then place one card, face up, in front of himself. A second card is dealt to each Player. A second ("hole") card is dealt to the Dealer, face down, and placed under his initial face-up card.
- Again starting at his left, the dealer will announce the individual point total of each Player. If the Player's first two cards are an Ace and a 10 value card, he has a Blackjack. The Dealer will announce it and pay the Player 2 times his wager. The Dealer will remove those cards before acting on the other hands. But if the Dealer's face up card is an Ace or 10 value card, he will act on all other hands before acting on the Player's Blackjack. In the event that the Dealer has Blackjack, the hand of the Player with a Blackjack will be a push (standoff) and he neither wins nor loses. If the Dealer does not have a Blackjack, he will pay the Player 2 times his wager and remove those cards.
- As each Player's total is announced, the Player decides whether he wishes to stand (not receive an additional card) or draw (receive an additional card). A decision to stand is indicated by the Player waving his hand, palm down over the area of his bet. A draw or hit is indicated by the Player drawing or scratching his index finger toward himself. If the Player's cards go over 21 in total

points, he "breaks" or "busts;" the wager is lost and the cards and wager are immediately removed from the table.

- Besides having the option to stand or draw after the first two cards are dealt, a Player may also Double Down, or Split if he has a pair (two cards of the same point value). These options will be discussed later.
- No Player or spectator may handle, remove or alter any cards used to play the game of Blackjack.
- After all the Players' hands are completed, the Dealer turns his hole card face up and announces his total. If he has a Blackjack (a two card total of 21), he (the Dealer) wins all wagers except the Player Blackjacks which are "pushed." Irrespective of Player's totals, the dealer must stand with 17 or more points and draw on a lesser count until his point total is 17 or greater.

Results:

- If the Dealer goes over 21, he must pay all hands remaining at the table.
- If the Player and the Dealer have the same totals, it is a push (standoff) and no one wins or loses.
- If the Player finishes with a total closer to 21 than the Dealer's, but not over 21, the Player wins and the wager is matched.
- If the Player has a total that is less than the Dealer's, he loses his wager.
- In the event that the Dealer has Blackjack, a Player's 21 with more than two cards will lose, as well as a Player's 21 which was the result of a split pair.
- Also, in the event that the Dealer has Blackjack, the Player additional wagers from split pairs and Double Downs are inactive and only the original bets are lost.

Options: The Blackjack options listed below allow the Player to increase his chances of winning.

Splitting Pairs

If a Player's first two cards have the same point value, he may split them, and form two separate hands, by wagering an amount equal to the original wager. This wager is placed on the table next to the original wager. The following special rules apply to splitting a hand:

- Each hand will be played and completed in turn.
- A hand can be split only once. If Aces are split, only one card is dealt to each Ace.
- If a Ten value is dealt to an Ace, or an Ace is dealt to a split Ten value hand, the hand is treated as 21 not as Blackjack.

Doubling Down

A Player may elect to make an additional wager (double down) after the cards are dealt by wagering an amount equal to the original wager. The additional wager is placed next to the original wager on the table. The following special rules apply to Doubling Down:

- The Player will receive only one additional card.
- The Player may Double Down the first two cards dealt to him, except on a point count of 21.
- In the event that the Dealer has Blackjack, the Player can only lose his original wager; split and double down wagers are returned to the Player.

SIMPLIFIED BLACKJACK RULES given to students as they enter celebration. West Springfield H.S., *Fairfax County*.

In Blackjack, players (using two or more cards) try to exceed the count of the dealer's hand without going over 21.

RULES

- Aces count either one or eleven, picture cards count ten, all other cards count their face value.
- Bets must be declared before cards are dealt. Bets must be placed in the squares located in front of the players. MINIMUM BET: $____, MAXIMUM BET: $____.
- Two decks will be used at each table. Dealer will shuffle decks, show top card, and "box" it (place it face to face with the bottom card of the deck). If the top card is an Ace, 10, or picture card, the dealer will insert it into the deck and expose and "box" another card.
- Players and dealer will be dealt their first card face down and their second card face up. All "hits" are face up.
- Splitting pairs is allowed, but only one per hand.
- Doubling down is not allowed.
- BLACKJACK: Ace and a picture card or Ace and a 10. Declare immediately and, if the dealer does not also have Blackjack, the player is paid double his bet.
- Play begins with the player on the dealer's left and continues clockwise. Each player must complete play of his/her hand (stay or "bust") before the next player may take a "hit" (take additional cards in an attempt to improve his/her hand). Each player may, if he desires, stay or "hit." If a"hit" causes a player to exceed 21, the player "busts" and immediately loses his/her bet.
- After all players have completed playing their hands, the dealer exposes his bottom card and "hits" or stays according to the following:
  - If he has 16 or under or a "soft" 17 (no ace, 10 or face card), he must "hit."
  - If he has a "hard" 17 or over, he *must* stay.
- If the dealer "busts," all remaining players who have not "busted" are paid.
- Dealer pays 1 to 1 for all hands exceeding his but not going over 21. If a player has the same count as the dealer, but not over 21, it is a "push" (tie) and player is paid.

ROULETTE. Detailed rules from Langley High School, *Fairfax County*

OBJECT: to guess on which number the ball will stop. This is decided by the random selection of one number out of a possible 38. The selection is produced by spinning a ball counter in a turning wheel. The wheel contains 38 compartments in which the ball may come to rest: 0, 00, and 1 through 36.

PLAYING THE GAME

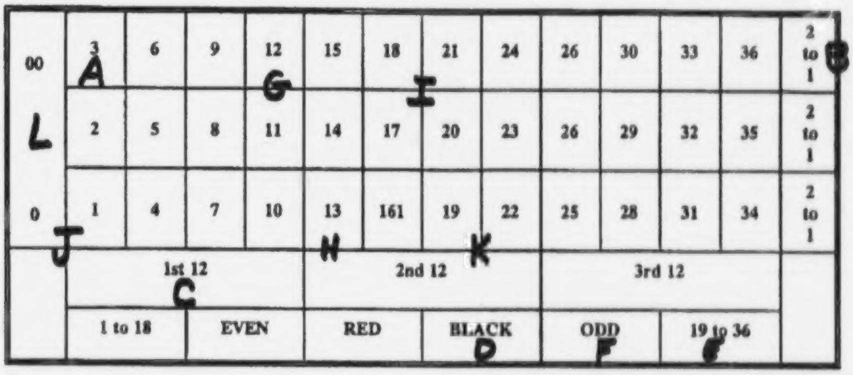
The game is started when the dealer announces, "Place your bets." Shortly thereafter, the dealer will spin the Roulette wheel in one direction and a small white ball in the opposite direction. Bets may be placed until the dealer announces, "No more bets." When the ball comes to rest, the dealer calls out the winning number and places a marker on it.
First the table is cleared of losing wagers and then all winners are paid. During this time, no players are allowed to touch the table. When the dealer announces, "Place your bets," new bets may be put down.

WAGERS AND RESULTS

Where the chips are placed on the Roulette table is very important because this determines the player's bet. It is the player's responsibility for proper placement. The placement of the wager and the payoff results are explained below and in the accompanying diagram.

A player may bet "straight up" which means the bet is on any of the 38 single numbers which include 0 and 00. A player may also place combination bets or bets divided over a combination of adjoining numbers. Look at the Roulette Table in the diagram. The letters represent the various types of bets in the game. The chart shows their winning odds. For instance, if an "A" type bet is placed, it could be on the number shown or any number on the table. Or, perhaps an "H" type bet is desired. A bet may be placed on the line adjoining 13 (as shown) which pays on 13, 14, and 15 or an "H" type bet could be placed on the line adjoining 31 where it pays on 31, 32, and 33.

When placing an even "money" bet—on 1-18, 19-36, odd, even, red or black—and the ball comes to rest on 0 or 00, the player loses only half of the bet.


00
3 6 9 12 15 18 21 24 26 30 33 36 2 to 1
2 5 8 11 14 17 20 23 26 29 32 35 2 to 1
0
1 4 7 10 13 161 19 22 25 28 31 34 2 to 1
1st 12
2nd 12
3rd 12
1 to 18
EVEN
RED
BLACK
ODD
19 to 36
A
B
C
D
E
F
G
H
I
J
K
L

STRAIGHT BETS

	Sample Bet Example	Odds	Sample Bet Position on Layout
A	Straight Up	35 to 1	Any one number including 0 or 00
B	Column Bet	2 to 1	Any number on that horizontal row
C	Any Dozen	2 to 1	1 through 12 Same for 2nd & 3rd dozen
D	Red or Black	1 to 1	Any black number
E	1-18 or 19-36	1 to 1	Any number 19-36
F	Even or Odd	1 to 1	Any odd number

COMBINATION BETS

	Sample Bet Example	Odds	Sample Bet Position on Layout
G	Two Numbers	17 to 1	Pays off on either 11 or 12
H	Three Numbers	11 to 1	Pays off on 13, 14, & 15
I	Four Numbers	8 to 1	Pays off on 17, 18, 20, & 21
J	Five Numbers	6 to 1	Pays off on 0, 00, 1, 2, & 3
K	Six Numbers	5 to 1	Pays off on 19, 20, 21, 22, 23 & 24
L	Two Numbers	17 to 1	Pays off on 0 or 00

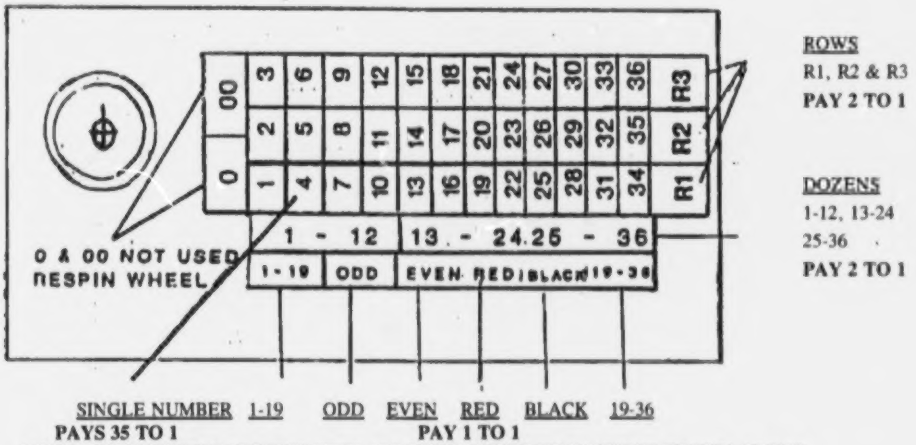
ROULETTE RULES as given to students at West Springfield H.S., Fairfax County. Following is printed and handed out to students as they enter celebration.

RULES

- All bets must be placed before wheel is spun.
- For simplicity sake, only the above shown bets are permitted.
- Wheel is spun and ball is added. The winning number is determined by where the ball lands.
- If the ball lands in 0 or 00, all bets stand and the wheel is re-spun. No bets allowed on 0 or 00.

- Once the winning number is determined, the dealer will place a marker on that number, collect all losing bets and then pay off winning bets.
- All bets will be cleared after each payoff. Bets cannot be left to ride.

BEST BET: Any bet except a single number. (Best Bet is bet which offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)



NOTE: NO MULTIPLE NUMBER BETS ALLOWED OTHER THAN THOSE SHOWN ABOVE
MINIMUM BET: 10
MAXIMUM BET: 10 on single numbers, 50 on all other bets

☆☆☆☆☆☆☆

WHEEL OF FORTUNE or BIG SIX. Fast, fun, and the easiest of casino games to play. Langley H.S., *Fairfax County*.

Playing the Game

All players make their wagers on the number of their choice before the wheel is spun. Players may bet as many "numbers" as they want until the dealer announced "No more bets." The dealer will spin the wheel and the "set of numbers" it stops on are the "numbers" that win.

Wagers and Results

- When the wheel comes to rest after a spin, the indicator will point to a set of three dice. In this manner three winning numbers are determined. The numbers are NOT to be added together. It is the face value of EACH of the numbers that determines the winners.
- If the numbers are 1, 3, and 6, then the numbers 1, 3, and 6 win even "money". The numbers 2, 4, and 5 lose in this case and the Dealer removes the "money" from those numbers.
- If one 4 and two 6's appear, the wagers on the 4 receive even "money" and the wagers on the 6 receive twice the amount bet. Likewise, if three 6's appear, the wagers on 6 receive three times the amount bet and all other numbers lose.

WHEEL OF FORTUNE rules as given to students. West Springfield H.S., *Fairfax County*
MAXIMUM BET: 10

Each slot on the wheel contains 3 winning numbers (see below). Bets on winning numbers are paid as follows:

- All 3 numbers are the same (see A below): Pays 5 to 1
- Two numbers are the same (see B below):
  - Double number pays 3 to 1
  - Single number pays 1 to 1
- If all 3 numbers are different (see C below): *Each* winning number is paid at 1 to 1

A	B	C	If pointer lands ON:
1	3	2	A: Bets on 1 win 50
1	6	3	B: Bets on 6 win 30
1	6	5	Bets on 3 win 10
DETAIL OF WHEEL			C: Bets on 2, 3, & 5 win 10

BEST BET: Any bet (Best Bet: Offers the player the best chance of winning. Other bets have higher payoffs but the chances against winning are equally high.)

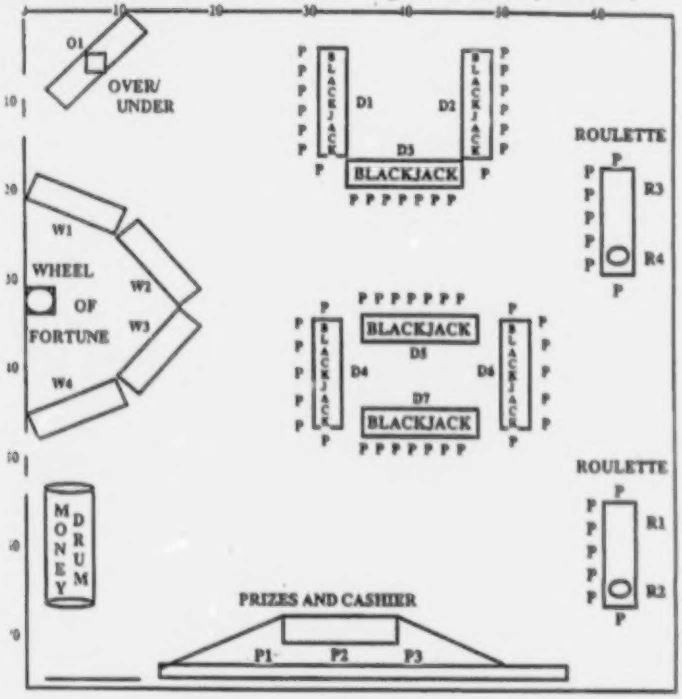
OVER-UNDER, BEAT THE DEALER, or HIGH-LOW. South Lakes H.S., *Fairfax County*

- Players place a bet on the table based on whether they think they can roll **more** or **less** than the dealer.
- The dealer rolls a pair of dice; player rolls a pair of dice.
  - Those with low bets (who roll less than the dealer) win. Those with high bets (who roll more than the dealer) win.
  - If dealer rolls a 12 (double 6), the house automatically wins all bets on the table.

- If dealer rolls snake eyes (double 1), the house loses and pays all bets.
  - In case of ties, player rolls again to break tie.
- House pays even odds on all bets for this game.
- Sweep all losing bets.

Example: Dealer rolls a 6
- Low bets must roll less than six.
- High bets must roll more than 6.
- Any player rolling a 6 must roll again to determine if over or under. All others lose.

SAMPLE GAMES-OF-CHANCE ROOM LAYOUT. Oakton High School, *Fairfax County*



BUILDING GAMES-OF-CHANCE EQUIPMENT
South Lakes H.S., *Fairfax County*

BLACKJACK TABLE

Supplies: ¾" B/C plywood (36" x 70½" x ¾"), T-shaped rubber edging, router bit to cut groove, 3 pieces—1⅛" x 29" pipe threaded on one end, 3 flanges (try plumbing supplier) to fit 1⅛" pipe, 3 rubber crutch tips (try hardware store) to fit 1⅛" pipe, ¼" thick foam carpet pad, felt top, heavy duty staples and stapler, Scotchgard, 9-¼" carriage bolts, washers and nuts.

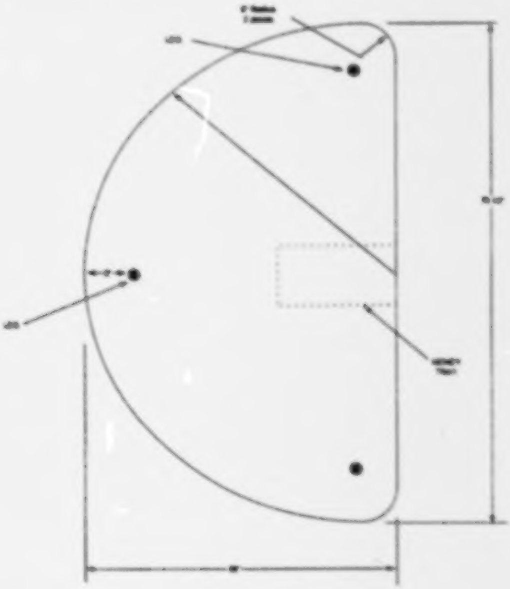
The Blackjack table is made from 36" wide by 70½" long plywood. Any grade would be satisfactory, but at least one good side should be available to ensure that playing surface is relatively smooth. The drawing below generally illustrates the dimensions of the table.

1. The table is a semi-circle with a radius of 36". The two corners are rounded at about a 6" radius. Cut a groove with a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table.

2. Attach the flanges for the table legs. The table is supported by three threaded, iron-pipe legs screwed into flanges attached to the table with 1/4" carriage bolts. Each of the three legs is 29" long with an outside diameter of about 1⅛" and threaded on one end. The other end is capped with a rubber tip similar to a crutch tip. Two of the leg flanges are attached to the ends of the table about 6" from the straight edge and 9" from the corner edge. The third flange

is attached about 6" from the edge of the table half way around the semi-circle.

The legs may be painted, if desired. They should be *thoroughly* cleaned under *any* circumstances due to a dirty coating normally found on this type of pipe. Make sure leg flanges are bolted to the plywood *prior* to attaching the padding and felt.



3. Staple a ¼" thick foam carpet pad to plywood top and trim at the table edge. The main purpose of staples is to hold pad in place while felt is being stretched; therefore, the number of staples is not critical.

4. The preprinted felt table top cover should be stretched over the pad and stapled *in the top 1/4"* of the 3/4" plywood edge. It is important to put the staples almost touching each other and in the top ¼" so they will hold the felt firm and tight but won't interfere with the edging groove. Care must be taken when stretching the felt due to its relative fragility.

5. After the felt has been *completely* stapled to the table edge, *carefully* trim it so that no felt is covering the groove.

6. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove . This edging will help protect the felt and the table edges.

7. The treatment of all felt surfaces with a product such as "Scotchgard" will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.

8. A sliding "money" tray *may* be attached with screws to the underside of the table where the dealer sits. Although these are not necessary, they may help the dealer keep some organization to his/her "money." Trays may be removed for more compact storage.

ROULETTE TABLE

Supplies: 2 pieces 36" x 70½" x ¾" B/C plywood, 1 piece 24" x 36" x ¾" plywood, 2 pair folding banquet-table legs, ¼" carriage bolts to replace screws in table legs, 2 pins or bolts for bracing table legs, rubber edging, router bit, rubber mallet, 2 felt layouts, 1 Roulette wheel, staples, heavy duty stapler, Scotchgard.

The roulette table is made of two playing tables with one middle section between them for the roulette wheel that serves both tables so a larger number of participants may play at one time. The drawing below generally illustrates the dimensions of the three tables.

1. Each of the two playing tables is made from 36" wide by 70½" long plywood. Any grade is satisfactory, but at least one good side should be available to ensure a relatively smooth playing surface.

2. The middle (wheel) section is made from 36" wide by 24" long plywood with a circular hole approximately 14" in diameter. The actual size of the hole will vary depending on the size of wheel used.

3. Attach table legs with ¼" carriage bolts instead of the screws which normally come with the legs. Considering the use of the tables, the screws probably will not hold up, whereas the bolts will. Each leg should be attached about 6" from each end of the two playing tables. Make sure the legs are bolted to the plywood *prior* to attaching the felt. It is also a good idea to drill a small hole through each of the leg braces while the legs are unfolded and insert a small pin or bolt to *minimize the risk* of the tables collapsing during play. These can be quickly removed when folding for moving or storage.

4. The middle section is attached to one end of each playing table by two pairs of hinges that have *removable* pins. This allows relatively quick assembly and disassembly. *This table section has no legs of its own.* The hinges should not be attached until after the felt has been attached to ensure a good fit.

5. After the plywood has been cut to the proper dimensions, the two corners on one end of each playing table should have the square corners rounded at about a 6" radius.

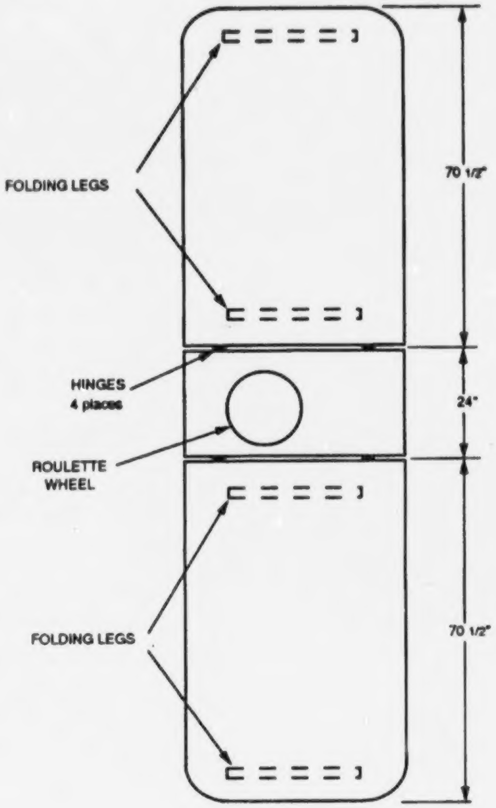
6. Next, using a router bit that fits the "T" shaped rubber edging you have obtained for perimeter of table, cut a groove around the three external sides of each of the playing tables and the two external sides of the middle section.

7. Stretch the pre-printed felt table tops for the playing tables directly over the plywood and *staple in the top ¼"* of the ¾" plywood edge. Take care when stretching the felt due to its relative fragility. It is important to place the staples almost touching each other and in the top ¼" so the staples won't interfere with the edging groove. Plain unprinted green felt for the middle section should be attached in a similar manner.

8. After the felt is *completely* stapled to the tables, carefully trim it so that no felt is covering the groove.

9. Using a rubber mallet to minimize damage to the edging, pound the rubber edging into the groove . This edging will help protect the felt and the table edges.

10. The treatment of all felt surfaces with a product such as "Scotchgard" will help protect the tables so they will last for several years. Annual treatment will help ensure moisture resistance.



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SUGGESTED ACTIVITIES COMMITTEE CHRONOLOGY

Only those items that pertain to the ACTIVITIES Committee are included. It is assumed the Activities Committee will oversee **ALL** activities. NOTE: Many schools break each activity area down into a separate committee (i.e., Casino, Carnival, Passive games, Photos, Special Activities, etc.)

AS EARLY AS POSSIBLE

- ☐ Decide on general activities.
- ☐ Submit list of materials needed to Party Chairman.
- ☐ Submit suggested line item for budget to Treasurer.
- ☐ Begin putting together a basic committee—with or without subchairmen for each activity.
- ☐ Locate equipment—decide whether items will be purchased, rented, borrowed, or made. Begin making plans regarding every activity to be used. **Reserve any items to be rented or borrowed AS EARLY AS POSSIBLE** (a year in advance may not be too early).
- ☐ Locate and make arrangements for any entertainers (caricaturists, magicians, DJ, band, etc.).

ABOUT SIX MONTHS BEFORE PARTY

- ☐ Obtain and distribute catalogs for prizes to activity sub-committee chairmen.
- ☐ Be sure all equipment to be used is reserved, ordered, or under construction.
- ☐ Coordinate prize plans with prize committee. Any custom items desired may take up to 3 months to obtain.
- ☐ Check with Treasurer to be sure necessary deposits on equipment and entertainers have been made.
- ☐ Decide on as many of the actual games as possible.

ABOUT THREE MONTHS BEFORE PARTY

- ☐ Check with prize committee to be sure prizes have been ordered.
- ☐ Design play "money" if using Games-of-Chance.
- ☐ Meet with entire committee to be reconfirm list of activities (including all carnival games) and make list of needs—volunteers, prizes, equipment, decorations.
- ☐ Coordinate with Decorations Committee to be sure all activities will be covered for decorations.
- ☐ Check with Party Chairman and Treasurer to arrange for any licenses needed: movie video license (if showing videos), county raffle license (if holding raffle in conjunction with games of chance), etc.

ABOUT TWO MONTHS BEFORE PARTY

- ☐ Check to be sure items being constructed will be ready on time.
- ☐ Line up volunteers to run each activity or coordinate with Volunteer Chairman.
- ☐ Print play "money" if using Games-of-Chance.

ABOUT ONE MONTH BEFORE PARTY

- ☐ Reconfirm all equipment reservations and any orders not yet received (leased, rented, borrowed, built, owned by party).
- ☐ Reconfirm arrangements for all entertainers (paid and/or volunteer).
- ☐ Reconfirm payment arrangements for equipment and entertainers with Treasurer.
- ☐ Check with all Activities volunteers to be sure every activity will be fully staffed.
- ☐ Find any additional volunteers necessary to run activities.

TWO WEEKS BEFORE PARTY

- ☐ Reconfirm all set-up arrangements for activities.
- ☐ Be sure any necessary licenses and contracts for equipment and entertainers are in the hands of the Party Chairman.
- ☐ Hold any necessary volunteer training sessions (e.g., Games-of-Chance dealers).

WEEK OF PARTY

- ☐ Pick up all activity equipment as soon as possible.
- ☐ Check with key volunteers to be sure they will be present to help set up equipment.

DAY OF PARTY

- ☐ Set up equipment.
- ☐ Help put up decorations in activity areas.
- ☐ Set up any needed items for activities—prizes for carnival games and games of chance, etc.

AT THE PARTY

- ☐ Committee chairman and sub-committee chairmen should arrive early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.
- ☐ Have a good time and enjoy the party!

AFTER THE PARTY

- ☐ Break down activity areas—sub-committees will work wonders here.
- ☐ Turn in any lost and found items to Party Chairman.
- ☐ Pack up any salvageable items for following year.
- ☐ Be sure Clean Up Committee knows which equipment was borrowed or rented (and must be returned) and which must be stored for the following year.

WEEK FOLLOWING PARTY

- ☐ Submit detailed written report on Activity Committee to Party Chairman.
- ☐ Check to be sure all bills have been paid for activity equipment and entertainers.

Chaperons/Security

Purpose: To provide a safe, alcohol/drug-free atmosphere for the students.

Party security is extremely important. It includes students, ALL volunteers, and official law enforcement personnel.

SECURITY INSIDE THE FACILITY

ALL adults who will be present should be considered chaperons and need to be well briefed on party rules. **Most should be involved in party duties** whenever possible so the students do not feel as if they are being watched. They can serve food, clear tables , check in students, run equipment, staff games, give out prizes, etc. One way to make parents less conspicuous is to put them in simple costumes (i.e., T-shirts, or dark skirts, pants/ shorts and white shirts, etc.) to play up the theme. Insurance policies may dictate how many chaperons **must** be present.

It is helpful to provide an information packet for every volunteer approximately one to two weeks prior to the party which includes:

- A detailed floor plan showing all rooms in the facility. Clearly mark all activities, exits, emergency equipment, light switches, fire alarms and an evacuation route.
- The party guidelines (rules).
- What is expected of each adult in their capacity **as a chaperon**. They should already know from their committee chairman about their duties in the area where they will be working.

More workers are needed at the beginning of the party when students and adults alike are a little unsure of where things are and what they should do. The most difficult time period to fill will probably be between 1:30 and 4:00 a.m. since parents are more willing to come before they go to bed at night or before they go to work in the morning. Most parties have found that volunteers do best working on a two-shift schedule. The early group is willing to stay a little longer and the late group doesn't mind coming a little earlier but few seem want to come for a short time in the middle of the night.

Chaperons should have a contingency plan to deal with **anyone** (students *or* adults) who arrives intoxicated. Since the party objective is to keep people alive, it is important not to let such persons drive. It may be best to set aside a small room which can be called a name in keeping with the party theme (i.e., airport--customs and immigration, movies--M.A.S.H., sea cruise--sick bay). A chaperon should be present at all times and sodas or coffee and sandwiches available as well as a cot. NOTE: This has **not** been a problem at the Virginia parties.

Graduation: Students are no longer under any school rules as they have graduated. Therefore, most graduation celebrations try, if the need arises, to keep the student at the party, if at all possible.

Prom: Any student arriving intoxicated would be subject to all school rules and school administrators are usually present to help, if necessary. Check with school administration.

Chaperons: Decide **BEFORE** the party, the course of action to be followed if a *chaperon* arrives intoxicated—and then follow through *regardless of who it is*. Unfortunately, this has happened at a few of the parties. Chaperons need to be told ahead of time—**in writing**—the alcohol/drug-free rule applies to **EVERYONE**!

Find out in advance what emergency procedures must be followed in the event a fire alarm is pulled "by accident." Many schools are on a delay basis with the fire departments but most other public facilities have alarms that automatically ring at the fire department. It is important to know which doors are to be used, where people are to go if an emergency of any kind should arise, and what will be done when everyone is readmitted since most guidelines specify that no one may re-enter if they leave. Be prepared **BEFORE** it happens!

It is wise to station a chaperon in front of *every* fire alarm whose **only** duty is to sit (most read books) with their back to the alarm and to turn around and pull it if the need arises. Be sure someone comes by with food and drink on a regular basis as these persons MUST stay at their posts.

NOTE: Fire alarms may be triggered by smoke or fog machines.

FIRST AID

Set up a small first aid station. Make sure a CPR qualified person will be at the party though not necessarily in the first aid room. In some areas the Fire Marshal insists on designating someone as the "Life Security" person who will be given extra instruction from the Fire Marshal. Be sure to have a supply of bandaids, antiseptic, contact lens solutions, hand cream, aspirin or Tylenol, a variety of feminine hygiene products, etc.. **An ambulance is NOT necessary**. If a real problem develops, help can always be summoned.

External Security

Since students may leave any time they wish and volunteers will be entering and leaving the facility all night, the entire area surrounding the facility MUST be secure. Some suggestions:

- **Notify the police** about the party. Give them the guidelines, hours, and number of people expected to attend.

- Request at least two law enforcement or security personnel in *uniform* to patrol the area and parking lots. If necessary, hire these persons (try for a donation of their time first). *Don't be afraid to use uniformed personnel.* Students will NOT be intimidated even when uniformed personnel walk through the party to see what is happening and have something to eat—as, of course, they should be invited to do.
- Be sure the party chairman notifies the fire department of party plans. If requested, submit plans to the County Fire Marshal.
- **Be sure that parking lot lights will be on all night.** *Do not assume they will be.* Check and be persistent in insisting upon having them on.

Things to consider:

- If students question rules, refer to "insurance problems" as most all of them understand insurance; they just don't want to be hassled unnecessarily—and want to be considered adults.
- Check over the "Party Guidelines" section in the chapter on General Information. Be sure the Chaperon/Security Committee is aware of the decisions made by the Steering Committee on all of these questions.
- As students enter, visually check for alcohol and drugs. Be aware that "rush hour" may occur about fifteen minutes before the doors close and it will be more difficult to check at that time. Try to have someone in the check-in area who knows students well enough to give large "bear hugs" of greeting—a counselor, principal, teacher, coach. Anyone with very loose, baggy clothing should get a nice "hug" just to be sure nothing has been concealed.
- Assign periodic checks of the restrooms.
- Advise chaperons that if a student **MUST** go to a car for a sweater, purse, contact lens case, etc., a chaperon **MUST** accompany the student to the vehicle and back to the party again. **NO EXCEPTIONS.** This is an old scam to have a drink at the car then return to the party.
- EVERY student should sign him/herself out giving both name and time if he/she leaves before the end of the party. This is for everyone's protection. If the student is missing the next day, party coordinators will want to be able to verify how long the student was at the party. If an emergency arises *during* the party, it will be important to know who is in the building. **NOTE: Be sure students use their own names when signing out.**
- Place an adult chaperon at each exit door and in front of each fire alarm. Their **only** task is to be sure no unauthorized persons use these exits or fire alarms. All students should be using one specific door. All volunteers should also be using a specific door which may or may not be the same one the students use.
- A minimum of two adults should be assigned to the front door **ALL NIGHT** to be sure no students come in after the doors close or with adult workers and that early-departing students sign out.
- Check ALL persons who enter—particularly those who are obviously not parents—to be sure only those invited are allowed to enter. Be particularly careful about checking young persons who ***appear*** to be with an adult as this is the way many uninvited guests try to sneak in.
- Do a sweep of the building before the party. Look in lockers, bathroom ceilings (above ceiling tiles), and any unlocked cabinets in all rooms to be used checking for alcohol and other drugs. Confiscate and dispose of any illegal items found. This is strictly a precaution, but unfortunately, some parties have found items.
- Have a minimum of two adults per shift (more as students enter and leave) in the Check Room to "guard" students' items. Every student should check ALL items brought into the party (purses, swim bags, etc.). Access should be available all night but be careful about items being taken away from the area. Students should also be able to leave prizes or valuables (cameras, yearbooks, etc.) in this area for safekeeping. **The checking of items prevents alcohol and drugs from being brought in and used at the party.**
  - Use plastic grocery bags, mark with names or numbers, hang on hangers for ease in finding items.
  - Use shopping bags, mark and hang or stand on floor or in large hallway marked into sections with tape.
  - Use milk crate type storage crates—one per student. Save for use next year or give as party favor at end of night.
- Coordinate and cooperate with any law enforcement or fire department staff that are present.

SAMPLE GUIDELINES FROM 1994 OP/G HONOR ROLL AWARD SCHOOLS

Broad Run H.S., *Loudoun County*; Grad Party, 6th year, 75% attendance with 96% retention rate. Rules presented in Question/Answer form.

Q. Why should I come? **A.** You've suffered through years of school, term papers, projects, and exams. NOW YOU DESERVE TO CELEBRATE and party together before going your separate ways. And party you will. There will be entertainment, games, prizes, and food all night long. One student present that evening will win a chance for a car at the grand prize drawing on Friday evening, 24 June, at Ted Britt Ford. (Editor's Note: Broad Run H.S. is part of a regional group of 38 schools who share *one* car as a grand prize for 14,000 graduating seniors.)

Q. May I bring a date? **A.** Generally not, unless he or she is a member of the BRHS Class of '94 and is graduating in June or following completion of courses during the summer of '94. Foreign Exchange students and spouses of seniors are also welcomed.

Q. How late may I arrive, and when is it over? **A.** You may arrive between 11 p.m. and midnight. You will not be allowed to enter after midnight. The party will be over at 6 a.m. No alcohol nor drugs allowed nor anyone that has been using either one. Anyone who arrives in obvious violation of this rule will not be allowed into the party, and their parents will be notified.

Q. Is this party a lock-in? **A.** Absolutely not. You may leave whenever you want, but you will be asked to sign out, and you will not be allowed to re-enter. Also, you must be present at 5 a.m. to be eligible for the prize drawings.

Q. What should I bring with me? **A.** Here are some suggestions: You may need a beach towel, bathing suit or swim trunks (no cut-offs), court sneakers for Wallyball, bath towel, personal items such as deodorant, toothbrush, shampoo, comb/brush, hair dryer, and a camera. You will be assigned a private locker. Please make sure your personal items are clearly marked.

Q. What do tickets cost? Are there any ticket incentives? **A.** Tickets are $20 this year. Incentives will be given out, as well as a special secret incentive.

Midlothian H.S., *Chesterfield County;* Prom Party, 5th year, 87% attendance. Rules presented to students during publicity presentations and Jr./Sr. alcohol/drug-abuse prevention assembly, published in spring newsletter sent to all parents in school (parents also invited to preview party between 9:30 and 10:30 p.m.), all volunteers receive copy in mail.

1. ALL JUNIORS, SENIORS AND THEIR DATES ARE INVITED TO ATTEND THE POST PROM PARTY. Juniors and Seniors taking dates must purchase their tickets in advance. Only Juniors and Seniors will be sold tickets AT THE DOOR—NO GUESTS.

2. Those attending will be admitted between midnight and 1:30 a.m. Students should arrive as soon as possible after the prom. NO ONE WILL BE ADMITTED AFTER 1:30 a.m. Contest clothing must be with the student when he/she is first admitted.

3. Those attending have the right to leave at any time. Once they have signed out with the time of departure, they may not re-enter. They will also be required to leave the Riverside premises.

4. To be eligible for prizes, winners must be present at the time of the drawing. Only Juniors and Seniors of Midlothian High School will be eligible for the grand prizes. TO CLAIM A PRIZE THE WINNER MUST BE PRESENT WHEN PRIZES ARE DISTRIBUTED FROM 4 to 5 a.m.

5. Our insurance coverage for the evening applies only as long as the student is in attendance at the party. Please make sure you establish your own guidelines if your teen chooses to leave the party early. ONCE THEY LEAVE, OUR RESPONSIBILITY ENDS. Police, the rescue squad, medical personnel and administrators will be in attendance throughout the evening.

6. BELONGINGS (PURSES, TAPES AND CONTEST CLOTHING) WILL BE CHECKED IN AT THE DOOR. This is for the students' convenience and to minimize loss of any personal items. Students will, however, have access to these throughout the evening.

7. We suggest casual dress with pockets to accommodate the party ticket and casino money. RIVERSIDE REQUIRES THAT ONLY TENNIS SHOES WITH RUBBER SOLES BE WORN INSIDE THE BUILDING.

8. All activities and food are included in the party. No additional cash is necessary. Food items must be eaten in the designated areas.

9. RIVERSIDE DOES NOT ALLOW SMOKING ON THE PREMISES.

10. Due to limited parking facilities, students should plan to car pool to a "TROPICAL PARADISE." Off-site parking will be provided at Huguenot Village Shopping Center. Students should park in the center parking lot area away from the stores and gas station, where two shuttle buses will transport students to and from Riverside. Riverside parking will be available on a first come, first served basis.

11. Students riding buses and limousines should be dropped off and picked up at the front entrance of Riverside Wellness and Fitness Center. If your transportation must leave before 5 a.m. and students want to stay until the party is over; park your car in Huguenot Village Shopping Center so you can drive home at the end of the party.

Madison County H.S., *Madison County*; Prom Party, 5th year, 90% attendance with 81% retention.

1. Only MCHS Juniors and Seniors and their dates may attend. Dates must be 9th grade or above. Prom attendance is NOT required.

2. Casual dress is appropriate for the party.

3. No alcohol, drugs or tobacco products are allowed.

4. No admittance if prior use of alcohol or drugs is suspected. Anyone who is suspected of use of alcohol or drugs will be referred to the authorities for further evaluation.

5. Personal belongings may be checked for alcohol or drugs upon entry.

6. Party go'ers must sign in upon arriving, and sign out when leaving, for parental information.

7. Party hours are 12:00 midnight to 5:30 a.m. Doors open for admission at 12:00 midnight and close at 1:00 a.m.

8. Students may leave the building at any time, but will not be readmitted to the party. You may call Anne Dean at ___-____ Sunday morning from 8:00 a.m. to Noon for signout information.9. Students attending until 5:30 a.m. will receive a FREE After Prom T-shirt.

10. Door prizes will be awarded all night, and students must be present to win.

11. Tickets will be available during lunch at MCHS each day during the week of Prom. There is NO CHARGE for tickets picked up at that time. However, there will be a non-refundable cost of $3.00 per ticket purchased at the door on prom night. Tickets are required for entry to the party.

J.J. Kelly H.S., *Wise County;* Prom, 1st year, 57% attendance with 92% retention. Rules were given to ALL students. It was emphasized that party was for ALL juniors and seniors and their dates and that it was not necessary to attend the prom.

- If you leave the party, you cannot return.
- You must attend the entire party to be eligible for door prizes.
- Parental consent required. (Forms were made available the week prior to party.)
- Parents will be called if you leave the party early.
- No drugs or alcohol before or during the party.
- School dress code and rules apply.

SAMPLE CHAPERON INFORMATION. Potomac H.S., *Prince William County*.

THANK YOU FOR VOLUNTEERING TO HELP!!! If you cannot work as assigned, please call ______________ at (phone #) **immediately.**

- SHIFTS: Our records indicate that you will be working the following:
  Activity: ______________________________
  Hours: ______________________________

PARTY RULES:

- All students must arrive between 11:00 p.m. and Midnight. (We will continue to process students through the line until everyone is in). ENTRY is through the FRONT ENTRANCE ONLY.
- Students may leave any time they wish but they may not re-enter. NOTE: STUDENTS WILL BE REQUESTED TO SIGN OUT GIVING THEIR NAME AND THE TIME. This is for everyone's protection. EXIT is through the FRONT ENTRANCE ONLY.
- This is an **ALCOHOL/DRUG-FREE PARTY. BOTH STUDENTS AND Chaperons ARE EXPECTED TO UPHOLD THIS RULE.** Show your children that you can celebrate and have fun without drinking. The Chinn Center is also a non-smoking facility. If you see a problem (or even think you see a problem), please bring it to the attention of one of the Security Committee members. They will be wearing buttons denoting their primary cause in life "The DOORSTOPS," and will probably be carrying walkie-talkies. They will handle whatever irregular problems are encountered.

SOME SPECIFICS

- **Chaperon DRESS**. Dress in your most comfortable "Beach Wear" (i.e., shorts, pants, white-soled gym shoes [NO HARD-SOLED STREET SHOES], and your "wildest Hawaiian shirts.") Leave your valuables/purses at home or lock them in your car trunk. Pockets may come in handy.
- **ENTER** at the Front Entrance. Lights are scheduled to be on all night in the parking lot. We recommend you park only in the front parking lot, as that is where our uniformed police officers will be stationed. Students **MUST** use this door to both enter and exit.

Please plan to arrive 15 minutes early and check in at the Front Entrance Lobby Security Desk. *Please note: we have promised the Graduates that we would try to hold the - chaperons to a bare minimum. Therefore, please do not join in the party as a participant or stand around the various rooms and watch. We are there to run the activities or to staff various posts only. If you want to stay longer than your shift, please ask the Volunteer Staff at the Front Lobby desk whether additional help is needed. Please remember that we are trying to handle all responsibilities without overwhelming the students. Remember, this is their party, not ours.*

- **PHONE NUMBER AT CHINN CENTER FRONT SECURITY DESK** where you may be reached during the night is **791-2338.** There are also pay phones located in the center.
- **FIRE ALARMS OR OTHER EMERGENCIES.** The Chinn Center Park Authority staff has generously volunteered their time as well. On-site Staff include Managers, custodian, technician, and Park Ranger.
- **FIRST AID ROOM**. STAFFED by a Nurse, is located in the lower hallway to the Gym.
- **FOOD**. There should be plenty of food for everyone. Please feel free to eat whatever you like. Please help us remind all participants that food is only allowed in the Youth Lounge and Dance Floor (Rooms P & Q).

- **SET-UP**. At this time, we cannot move anything into the Chinn Center until approximately 9:00 p.m., Friday, June 14th. **We need everyone that can possibly assist.**
- **PRIZE DRAWINGS**. Drawings for door prizes will be held all night and Winners' names announced & posted. Major/large prizes will be held at the Front Security Desk until students exit. Winners must claim prizes in person. For your info: We will try to determine if students are present and/or want the prize before we re-draw for door prizes. Grand prizes, including the drawing for the opportunity to win a new car, will be held at 4:45 a.m.
- **CLEAN-UP**. Most areas will be closing at 4:30-4:45 a.m. Please plan to help break your area down if you are on the last shift so that the clean-up crew can begin exiting and cleaning the Center prior to Chinn's Saturday morning opening.
- **FINAL DRAWING/CLOSING ACTIVITY**. Please feel free to join us for breakfast and closing activities. Please let the students go first and do not impeded traffic in the front Lobby area, as students claim their belongings at the "Baggage Check" room and front desk. Once the students leave the Center, they should not be allowed to come back into the center. This will help us control traffic flow and clean-up.

Once again, thank you for your help! Without YOU, this party would not be possible. **Relax** and enjoy the night!

☆☆☆☆☆☆☆☆☆☆

SUGGESTED CHAPERON/SECURITY COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the Chaperon/SECURITY Committee.

As Early As Possible

- ☐ Begin putting together a basic committee.

About Six Months Before Party

- ☐ Check with Steering Committee for party guidelines and begin formulating plans for check-in and sign-out procedures.

About Three Months Before Party

- ☐ Make recommendations to Steering Committee regarding guidelines and handling of problems, set up necessary procedures.
- ☐ Begin formulating packet of materials to be given to each volunteer (include ALL persons helping in *any* capacity) who will work party.
- ☐ Coordinate with Chairman in checking on availability of security officers and parking lot lights.

About Two Months Before Party

- ☐ Coordinate with Decorations Committee to be sure evacuation route is identified and maps available.
- ☐ Identify required certified personnel (lifeguards, CPR qualified, etc.)
- ☐ Obtain emergency numbers to be used during party.
- ☐ Request school administrators or counselors be at entry door to identify students in case there are questions.

About One Month Before Party

- ☐ Finalize information to be given to *every* adult volunteer. Include their work time and station, map of facility, party guidelines, procedures for irregularities, entrance to use, phone number at party, what to do if unable to fulfill commitment.
- ☐ Coordinate with Food Committee to have food and beverages served to volunteers staffing fire alarms and exits during celebration.

Two Weeks Before Party

- ☐ Reconfirm all arrangements and key personnel.
- ☐ Mail, send, or otherwise deliver packet of information to *every* adult who will attend party. Be sure to include adults from ALL committees.

Day of Party

- ☐ Check restrooms, locker rooms, and other areas (cabinets, ceiling tiles, etc.) where alcohol or other drugs could possibly be hidden. Remove and dispose of anything found.

At the Party

- ☐ Arrive early to handle any last minute tasks; be prepared for volunteers and first students as they arrive.
- ☐ Staff all possible exit doors and all fire alarms during entire party.
- ☐ Periodically check restrooms.
- ☐ Escort any students who absolutely must go to their cars.
- ☐ Periodically check with outside security persons.
- ☐ Have a good time and enjoy the party!

After the Party

- ☐ Stay until last students have gone.
- ☐ Give list of students who checked out early to Party Chairman.

Week Following Party

- ☐ Submit detailed written report on Chaperon/Security Committee to Party Chairman.

Clean-up

Purpose: To provide a ***FRESH*** *group of volunteers at the end of the party to clean-up, dismantle, store, return items, and disburse left-over food following the party.*

Anyone who has not been present at the end of a party such as this may be alarmed at what they see but the facilities are usually easily returned to their original state in two to three hours. Mentally prepare the committee.

Check with the Decorations Chairman to determine what tools may be needed to dismantle booths and equipment. Try to establish good rapport with the custodial staff of the party facility **before** the party in order to ensure cooperation *after* the party. **Persons who stayed all night should NOT be included on this committee** as they will be exhausted. However, it is extremely helpful to have each area break down their own equipment as they will have a better idea of how it can best be accomplished, what to save, etc.

It is great to have each item pre-marked with one standard code by the committees using the items. Apply colored self-adhesive labels using a different color to designate what is to be saved, thrown away, returned to lenders, given away, and readied for pick-up by others. (I.e., Red, borrowed from individual or business; blue, borrowed from school; green, save for future parties; yellow, throw away or give to students as souvenir.)

Have available
- Large trash bags
- Adjustable wrenches
- Pliers
- Screwdrivers
- Rubber bands (for posters)
- Storage boxes (for decorations)
- Magic markers (for labeling)
- Van or a small truck.

Plan on total clean-up time taking 2-3 hours plus 1-2 hours to remove, transport, and store props. Storage facilities should be arranged well in advance which will entail determining the amount of space needed. The school **may** be able to provide space. If this is not a first-year party, be sure to determine how much **new** space will be needed. If necessary, arrange for storage space to be rented—and find a way to pay for it.

Food clean-up should be done by a separate group of people. Coordinate the removal of salvageable food with the Food Chairman. Foil, plastic bags, boxes, and grocery bags will be needed to transport left-over food.

In most cases the party facility will provide staff members to **help** sweep and mop or shampoo carpets.

SUGGESTED CLEAN-UP COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the CLEAN-UP Committee.

About Three Months Before Party

☐ Check with director or head custodian at party facility for information, rules, and guidelines to be used in clean- up following party.
☐ Visit and walk through party facility with head custodian to see what will need to be done.
☐ Check with facility personnel and school custodial staff to obtain loan of any necessary cleaning equipment.
☐ Begin recruiting volunteers with emphasis on those NOT working party.

About One Month Before Party

☐ Purchase any necessary cleaning supplies.
☐ Meet with Decorations, Activity and Food chairmen to coordinate break-down of areas, items to be stored, disposed of, or returned.

Week of Party

☐ Reconfirm use of any equipment to be loaned for clean-up.
☐ Walk through party facility one last time to be sure of condition to which it should be restored. Make note of any damages already in place and be sure you and the facility director are both aware of them. Polaroid pictures are helpful in documenting how rooms should be restored.

At the Party

☐ Stay home and sleep!
☐ Arrive during last 1/2 hour or so of party, have breakfast, enjoy closing festivities.

After the Party

☐ Help break down all areas as necessary.
☐ Turn in any lost and found items to Party Chairman.
☐ Pack up any salvageable items for following year.
☐ Restore facility to condition it was before party.
☐ Return items to specified locations.

Week Following Party

☐ Submit detailed written report on Clean-up Committee to Party Chairman.

Decorations and Themes

Purpose: To make the celebration special, exciting, and memorable.

It is important to note first and foremost: Decorations are fun! They add excitement and make the occasion more memorable. They will NOT, however, keep any student at the party all night. ***Activities* are what keep the teens there.** We need them but don't lose sight of the reason for the party. Ask any teen what they liked best about the party and they'll probably give the name of some fun activity or a prize they won. Adults get more caught up in the decorations than the kids do. Keep in mind the party is for THE STUDENTS. The decorations should NOT be so involved that huge committees are spending two or three nights a week for several months building decorations for a five or six hour party.

This committee should consist of a Decorations Chairman and a large committee or a general chairman and a sub-committee chairman for **EACH** area. It may work best to have the individual *activity* chairmen determine what decorations they want in their area or do the decorations themselves after consultation with the Decorations Chairman to be sure all decorations fit into an overall theme plan.

Facility personnel and the fire marshal get a little grouchy after the third person calls to ask the same question. Assign ONE person to obtain all of the rules, regulations, variances, etc. This person MUST pass it on to ALL who need it. This may seem like a very small item, but on party day when tempers are getting short due to lack of time or an unforeseen problem (rule or regulation), it can be monumental.

Begin brainstorming ideas so all decorations, activities, food, and publicity will relate to the chosen theme. A theme will make some choices easier and will definitely lend an air of festivity to the party. The tickets, publicity, entry-way, and check-in procedure should all be incorporated into the theme in some way.

A theme need not be original to be exciting to students and adults alike. Some schools use the same theme year after year. It has become a tradition and they build on their existing decorations, allowing them to spend most of their budget on activities. Others change the theme each year. Be careful about following previous years' party plans. If parents haven't done any of the planning, it can become dull, boring, and a drag.

Graduation: Keeping the same theme is easy because no student ever attends more than one celebration.

Prom: Themes need to change annually since students can potentially attend several celebrations.

Decorating the celebration should NOT be a competition between previous years' and this year's committee or between nearby or rival schools and yours. The purpose of the event is to keep ALL of our teens alive. Who cares *who* had the ideas? Use what works!

THEME IDEAS

TRAVEL
- Airport (yr)
- Going Places
- All Knight Flight
- Around the World in *(yr)* Days
- Up, Up and Away (*yr*)
- Life is a Highway
- Orient Express
- Rock & Roll Express
- All Aboard, America!

CRUISE/SEA/BEACH
- Tropical Paradise
- (School mascot) Cruise
- Neptune's Underwater World
- (yr) Leagues Under the Sea
- Beaches of the World

HOLLYWOOD/MOVIES
- (school name) Goes Hollywood
- Reel Midnight Madness
- Star Search

PLACES
- New York, New York
- Wild, Wild West
- Aloha (yr)
- South of the Border
- Mardi Gras
- Night on the Nile
- All Night at the Oasis
- Safari

TIME RELATED
- Back to the Future
- Blast to the Past
- Rock Around the Clock
- Medieval Nights (Knights)

CIRCUS
- Circus of the Stars
- Clownin' Around

OTHER
- (School name)-opoly: *Oakton*opoly (Monopoly theme)
- Go for the Gold (Olympic theme)

CELEBRATION
- Midnight Masquerade
- All Night Long
- Let the Good Times Roll
- Moonlight Madness

Many parties use almost the same activities yearly but change the way the party is presented based on the theme. For example, tickets may be airline, theater, stagecoach, moon rocket, chariot ride, theater, disco, made on a cassette tape, look like a compact disc, etc., while games of chance might be Monte Carlo, Las Vegas, Atlantic City, a speakeasy, wild west gambling hall, Land of Opportunity, New York Stock Exchange, Missouri river boat, etc. Food may be from different countries, Star-vation Station, "Mystic Pizza," "Yellow Submarine," Hard Rock Cafe, Road Kill Cafe, Rosie's Cantina, etc. The sky is the limit! A theme chart is included at the end of this chapter.

THEME IDEA: SAFARI, Oscar Smith H.S., *Chesapeake City*, as shown through rules (Policies & Protection Plan) and itinerary issued to students.

SENIOR SAFARI Policies & Protection Plan

1. PROTECTION PLAN: All Safari participants are required to pre-register by Wednesday, May 15. The Parent/Student & Guest Agreements must be completed and returned in order to be considered pre-registered.
2. DEPARTURE: All participants must meet their guides at THE LAST OUTPOST (main entrance) between 12:00-1:30 a.m. Participants who have not arrived by this time will be left at the Outpost and parents will be notified.
3. BAGGAGE ASSISTANCE: All baggage (jackets, purses etc.) must be left in the care of local natives (adult volunteers) at the village. All items will be safe and accessible to their owners.
4. NATIVE CUSTOMS: This is a substance-free society, thus--Any participant arriving visibly impaired by any form of illegal substance will be sent before the tribal chiefs (security & administration). Parents will be called and participants escorted home.
5. SAFARI ATTIRE: Come comfortable. Sneakers, shorts, and your SAFARI SHIRTS (you'll get them when you pre-register) are your best bets.

ALL SENIORS AND THEIR GUESTS ARE REQUIRED TO ENJOY THE WILDLIFE, SCENERY AND NATIVE FOODS.

SAFARI ITINERARY

12:00 - 1:30 a.m.	Gathering at Outpost
1:30 a.m.	Native Welcoming Ritual
2:00 - 5:00 a.m.	Safari Adventures: • THE EMERALD FOREST (cafeteria)--Music by Boomer Tunes, Native Dance Contest, Tarzan Yell Contest, and prize drawings every hour on the hour. • THE PLAINS (gym)--Half-court basketball, Volleyball & Ping-pong. • THE RAINFOREST (main hall)--Banana Tree Basketball, Pineapple/Coconut Bowling, Ring the Giraffe, Tempt the Piranha, Arcade Games, Jungle Mini-Putt, Wildlife Shoot
5:00 - 6:00 a.m.	Farewell Breakfast & Grand Prize Drawings

Theme ideas to use as a starting point for developing a theme are included at the end of this chapter.

RECOMMENDATIONS FOR THE DECORATIONS CHAIRPERSON:

- **Coordinate areas or room themes** with the sub-chairmen to avoid duplication.
- **Act as a material, volunteer, and information resource** for the committee.
- **Ensure that all committee members have the decorating rules and guidelines** provided by the facility and the Fire Marshal such as use of nails and/or tape on walls, smoking, use of candles, plastic and paper tablecloths, fire retardant materials, etc.
- **Submit suggested budget to Steering Committee**; keep updated expenditure and donation information; see that members are reimbursed.
- **Appoint someone to the Donations Committee** to coordinate donations and discounts to be used for decorations.
- **Pass along information** concerning donations and discounts to committee members.
- **Supervise the set-up**. Direct helpers, answer questions, deal with unforeseen needs, keep progress on an approximate schedule.
- **Have supplies available:** masking tape, scotch tape, hammers, screwdrivers, tacks, nails, glue, scissors, rubber bands, paper clips, extra poster board, markers, etc., for set up. **Try not to bring along any item that is forbidden by the facility or fire marshal** so that it is not inadvertently used.
- **Maintain regular contact with sub-chairmen** making sure they are on schedule and within the budget.
- **Request a written report from all sub-chairman** (if applicable) due within one week following party.
- **Inform the Volunteer Coordinator of specific and general needs** such as carpentry skills, posters, paint and lumber. This "needs" list can be included in one of the parent letters.

Where can our committee work? Your high school will probably let you use cafeteria, classroom, or art department space on a regular or as-needed basis. Midlothian H.S., *Chesterfield County*, found a local strip mall near their school which had an empty store front and would *donate* it to their committee. This allows them to leave items in place while they are drying or to leave everything set up in the middle of a project and walk back in the next time with everything ready to go.

What areas need decorations? Following are some party areas you *may* wish to decorate using chosen theme:

- **Signs.** Informational and directional signs for the entire facility.
- **Entryway** should set the mood for the entire party and may include both indoors and outdoors.
- **Activity areas.** A sub-committee for each activity may be needed. (I.e., dance, games of chance, carnival games, food, passive games, etc.)
- **Food.** Work closely with the food chairman to coordinate both theme and layout for the various types of food.
- **Restrooms.** Try posters, cartoons, plain paper for graffiti, "new" names for doors (Steers and Heifers, pictures of movie or rock stars, foreign languages, Mermaids and Starfish, Tarzan and Jane, etc.).
- **Set-up.** Activity equipment set-up needs to be coordinated with the various activity chairmen. Requests for equipment cannot be allowed to exceed the equipment available (i.e., tables, chairs, risers, etc.) or space in which to place it. Both activities and decorations must fit into a set amount of space.
- **Clean-up.** Work with Clean-up committee to coordinate dismantling the party. See Clean-Up chapter concerning marking all items.

The **FIRE MARSHAL** should be considered a friend—not a hindrance. If something should go wrong and someone is hurt at the party, it will be difficult to prove negligence on the part of the party planners if all items have been checked and approved by the Fire Marshal. Be sure that no one makes changes after the Fire Marshal gives approval or the approval will be invalid.

FIRE RETARDANT PRODUCTS

Many local ordinances **require** decorations to be flameproof. Try to buy items that are commercially manufactured with the fire retardant already in them. If it is necessary to use any chemicals, be sure to check the container for the exact usage. Some chemicals are used for paper, others for cut greens, etc. **Check with the Fire Marshal to be sure all products meet county fire code requirements.** Check with Fire Marshal ***before*** using any product and save ALL containers after use as he/she may want to look at them again.

NOTE: Tissue paper is usually flammable. Substitute something else.

UL LISTED FIREPROOFING PRODUCTS recommended by Fairfax County, Virginia, Fire Marshal:

Inspecta-Shield
A.E. Mitchell & Co., Inc. 703/550-3594
7408-C Lockport Place
Lorton, Virginia 22079

Flame Out II
Mid Atlantic Fire Shield 412/261-5525
Bittner Building
26th and Smallman Streets
Pittsburgh, Pennsylvania 15222

No Char
Crestline Industries, Inc. 410/526-4888
8 Ivy Bridge
Reisterstown, Maryland

The following information from the Fairfax County, Virginia, Fire Marshal should be considered a guide. Please check with your local fire department or fire marshal for further guidance.

It is *STRONGLY* recommended you follow these guidelines *regardless* of whether your area requires an inspection by a fire marshal.

GUIDELINES FROM FAIRFAX COUNTY FIRE AND RESCUE DEPARTMENT

Requirements for All Night Teen Parties

1. Plans must be submitted to the Fire Prevention Division well in advance of the date of the party including:
    - Floor plan including emergency exit routes
    - Refreshment areas
    - Decorative structures
2. Smoking will be permitted only in approved areas.
3. There shall be no open flame devices without suitable protective devices. (I.e., candles)
4. All decorations shall be treated with an approved fire or flame retardant material. There will be a field test of all decorations. Save original container from fire retardant mixture for inspection. Save wrappings or containers of commercially purchased decorations for inspection to show they were manufactured with fire retardant chemicals.
5. Christmas tree lights and other lighting decorations may be used in other decorative applications providing contact is not made with any flammable or combustible materials or any component of the exit-way system is obstructed.
6. Christmas tree lights and other lighting decorations shall be listed by a recognized testing laboratory, i.e., Underwriters Laboratories (UL), Factory Mutual (FM), etc.

7. Lights with loose sockets, frayed or bare wires, or which produce excessive heat or other dangerous conditions are prohibited.
8. Extension cords shall only be approved on a location-to-location basis. Extension cords must be heavy duty, no longer than 25 feet, and may NOT be plugged together to make longer cords. Do not tape cords down on walls. Do not run cords over or under doors or across floors.
9. Any type of fire suppression or detection system shall not be blocked or covered by decorations.
10. There shall not be any obstructions of exits or exit corridors. A minimum 44" aisle width is required (i.e., Maintain 44" between tables with chairs pushed into tables).
11. A minimum of one adult per location shall be responsible for the life safety of all occupants while the party is in session. This adult(s) will be given assistance by the Fire Prevention Division on DO's and DON'Ts prior to the event.
12. Cut greenery shall be permitted provided it has been treated with an approved flame or fire retardant material. Artificial greenery shall be of the approved flame or fire retardant variety.
13. IN ADDITION:
    - No smoke machines allowed.
    - No dry ice allowed.
    - One adult in each location is REQUIRED to have a working flashlight.
    - Any luminaries must be at least 25' from building.
    - No black plastic may be used *unless* it is the expensive pre-treated type. You MUST get pre-approval for this.
    - Wall treatments do NOT have to be treated **IF** a 4' break (totally undecorated space) is left between each 4' high by 8' wide section.
    - Stairwells MUST be treated.
    - Any decorated space within 3' of a door MUST be treated.
    - *Anything* on doors MUST be treated.

ROLLS OF PLASTIC

Previous editions of this Planning Guide have recommended the use of black plastic for covering walls and lockers and for making railroad track, etc. **Plastic is no longer recommended for this purpose as it will not pass fire code tests.** There is plastic available that *will* pass the tests but *it is fairly expensive.*

USEFUL DECORATING SUPPLIES

Items to help attach things to each other or to walls.

- *Monofilament line, fishing line.* Hang decorations, use with balloons (arches, columns, etc.)
- *Glue Guns.* Quick, easy, *immediate* set. Good for stiff "stuff" that takes a lot of handling while waiting to dry.
    - *Hot glue gun.* Put together many decorations. Little longer maneuvering time, more permanent set. Glue is always marked HOT or DUAL TEMP.
    - *Cold glue gun.* Useful with balloon and heat-sensitive decorations. Better for fingers. Once cloudy color shows on object, it won't set. OK for light weight things. Sticks are often opaque and not marked.
- *Glues and adhesives*
    - Aliphatis resin ("Titebond"). Looks like heavy cream and can be pre-colored with soluble dyes. Glue stiffens fast, fills gaps, not waterproof but water-resistant for indoor use.
    - Casein Glue ("Elmer's Casein glue"). Comes in powder form to be mixed with water. Good gap filler. Can be used at any temperature above freezing. Not waterproof but moisture resistance is high.
    - Contact Cement ("Weldwood Super Contact Cement"). Non-flammable, water based. Bonds instantly—*no room for error.* Put some on each surface and let set to tacky before bonding.
    - Epoxy. Strongest of wood glues, takes longer to cure.
    - Buna-N-Base Adhesive (Pliobond). Will glue anything to anything.
    - White Glue ("Elmer's," "Sobo," etc.). Inexpensive, easy to use. Works on wood, paper, cloth, leather, cardboard and cork. Sets reasonably fast after application and dries clear. Provides strong bond. Is non-toxic and non-flammable. NOT for metals, rubber, non-porous materials or plastics.
    - Spray adhesive. For temporary "tacking," spray on one surface. For permanent bond, spray both surfaces and let stand, then bond. Clean up with turpentine.
    - Fabric glues. For fabrics and other flexible materials. Use on things you do NOT want to set stiff. (Most wood glues and some white glue set hard and stiff.)
- *Staple gun.* Put together decorations.
- *Double-sided carpet tape.* Use to attach decorations to each other. Put wax paper over the tape when decorations are taken down so items can be stored for another year. Use between paper to make palm tree leaves. Will probably leave residue on wall; *carefully* remove residue with solvent (check spot first as may remove paint from wall).
- *Single-sided carpet tape.* Will probably leave residue on wall; remove residue with solvent (see caution above). Holds a lot of weight.
- *Adhesive backed velcro* (available from office supply stores and/or fabric stores)
    - Attach table skirts and other decorations. Tape paper or plastic tablecloth to table **bottom** with masking tape. Put pieces of velcro tape onto outer edge of table directly on tablecloth leaving both pieces of

velcro stuck together. Peel off 2nd piece of backing paper, stick skirt onto table. HINT: Do *not* stretch elastic on table skirt or it won't stay attached to table.
  - Use velcro (hook side) to attach decorations to fabric or carpet covered walls.
- *Double-sided foam tape*. Attach decorations to cinderblock walls, brick walls; use as spacers.
- *Barnacle hooks*—available from hardware stores. Hang items from metal ceiling strips.

Items for forming decorations
- *Carpet or mailing tubes*. Make decorations or use to make other decorations free standing.
- *Cardboard boxes*. Make wheelbarrow, dice, window boxes, flower boxes, treasure chest, etc.
- *Large pieces of cardboard*—try appliance boxes, boxes used to ship windows to construction sites to make backdrops, murals, buildings, etc.
- *Fome-Cor®*. Use to make light-weight signs and other decorations.
- *Chicken Wire*. Stretch tightly to make outdoor lighted signs by attaching lights to wire.
- *Unused, left-over rolls of wrapping paper*. Use wrong side to make palm tree leaves.

Items to give color or texture.
- *Pastel (art) Chalk*. Use to give definition to many decorations. Set with fixative or hair spray.
- *Aluminum foil*. Use to wrap carpet tubes, boxes, bricks, make palm tree leaves, etc.
- *Flame retardant crepe paper*. Use for flowers, ceilings, as accents on tables, etc.
- Use *acrylic paint* on Fome-Cor® or cardboard as poster paint usually causes them to warp or curl; however, if both sides are painted, they usually uncurl.
- *Miniature Christmas lights*. Use alone, in plants and trees, around signs, behind murals, behind signs to make them appear to be lighted; staple to wood strips for a fake lighted ceiling.

Items to make things stand upright.
- *Empty 1 lb. coffee cans*. Fill with concrete to hold carpet tubes upright, use empty as connectors between tubes so everything is not the same height.
- *Straightened wire coat hangers*. Use anytime heavy wire is needed (flower stems).
- *Folding cafeteria tables*. Use in folded vertical position to divide areas and/or place signs or murals on one or both sides.

Items that help you look as if you are an artist even if you're not.
- *Opaque projectors* (most schools have at least one). Use to trace around design of almost anything. Place object (card, photo, newspaper ad, brochure, etc.) in projector. Then:
  - → Put paper on wall (paper should be size finished image is to be). Project picture onto paper on wall. Move projector back or forward until picture is size desired. Trace picture onto paper. Paint with poster paints, color with markers, etc.
- *Overhead projector*. Use copy machine to copy item onto transparency. Then follow directions under Opaque projectors.
- Difference between *opaque* and *overhead* projectors: opaque will take any object that can be placed in projector. Items placed on overhead projectors must first be made into transparencies. Most schools have a machine that will make transparencies, too.
- *Dual pencils*. tape two pens (Bic lead or mechanical pencils) together. Use to draw letters using the connected pens as one unit.
- *Drawing circles*: Tie a string to a pencil, attach or hold string in center of paper, keeping string taunt, move pencil around the paper forming a circle.

Cutting items.
- *Scissors*. There are never enough. Even dull ones disappear!
- *Utility knives*.
- *Exacto knives*

Paper supplies.
- *Newsprint*. FREE. Call local newspaper office to request ends of white paper rolls. YOU pick up.
- *Rolls of colored paper*. Check local elementary schools for excess rolls or ends of rolls (36" or 48" wide).

Depending on needs, purchase in bulk:
- *Poster board* by the gross (can be spray painted any color including florescent)
- *Glitter* in 1 or 2 pound cans
- *Glue* in 1 gallon jug
- Liquid *tempera* paint in 1 gallon jug
- *Tape* by the carton
- Magic *markers* by the dozen
- *Paper* rolls in 36" and 48" widths of various lengths

Other
- *Luminaries*: Cut top off plastic gallon containers, leaving handle. Place sand and candle in bottom of container. Use as directional signs to get from one place to another: parking lot to front door. For Mardi Gras, add a simple inexpensive mask to tie into theme.

BALLOON INFORMATION

Balloons may be inflated with either air or helium. Air-filled balloons are less expensive, will stay inflated longer, but do NOT float. Helium allows balloons to float. Some businesses will donate helium tanks for your use.

SAFETY FIRST!!!

BEST COPY AVAILABLE

Helium is a colorless, odorless, non-toxic, inert gas that doesn't burn or react with other chemicals and is lighter than air. It will not explode if exposed to a flame.

NEVER, UNDER *ANY* CIRCUMSTANCES, ALLOW ANYONE TO BREATHE HELIUM!!! Your lungs cannot distinguish between helium and oxygen. **Inhaling helium to "talk funny" *may* result in asphyxiation.**

Helium is stored under high pressure. **It can be hazardous if not used properly**. If the valve is broken from misuse or if the cylinder falls over, it may shoot off like a rocket. Please remember the following when handling helium tanks:

- ALWAYS keep your helium cylinder *chained* to a wall, safety stand, or other secured item. NEVER leave a tank standing alone in the middle of the floor! At the very least, place it on its side on the floor.
- NEVER drag a helium tank or pull it by the cap.
- NEVER place a helium tank in a high traffic area such as a hallway.
- NEVER hammer, pry or wedge a tank valve. If you cannot open the valve by hand, take it back to the distributor and get another tank.
- Do not store or place helium tanks in direct sunlight or apply heat above 120° F.
- Plan to transport helium tanks *firmly secured* in an *open* truck. Do NOT allow tank to roll around in the vehicle. Better still, pay to have the tank delivered and picked up.
- Attach regulator securely to the tank. Stand to side and open SLOWLY.
- Keep cylinder valve closed when unattended.
- **NEVER try to remove a regulator without bleeding it first!!** To remove the regulator:
  - Turn off valve.
  - Bleed regulator by pushing on nozzle to empty regulator of helium.
  - Then, remove from tank.
- Cylinders should only be filled by an authorized individual in accordance with safety guidelines.

MIXING HELIUM AND MYLAR or FOIL: The California Law

Due to a large power outage involving helium-filled balloons and mylar, California passed a law which is standard operating policy for most balloon companies throughout the U.S. Please avoid problems and follow it.

- NEVER use foil or metallic ribbon on and kind of helium-filled balloons.
- Tie helium-filled foil balloons to a weight or anchor *separately*.
- Do NOT tie helium-filled foil balloons to other balloons to create clusters or groups of helium-filled balloons containing foil balloons. (Tie ***each*** foil balloon to the weight *individually*; latex helium-filled balloons may then be added as a cluster and tied to the same weight as the foil balloons.)

BALLOON TERMS

- Air-inflator: an electrical device used to inflate balloons with air.
- HI-Float™ and Super Hi-Float™: non-toxic commercial coatings for the interior of latex balloons which will increase their float time from three to ten times longer depending upon how it is used.
- Latex balloon: a biodegradable rubber balloon that comes in many sizes, colors and finishes.
- Monofilament line: a clear, almost invisible cord used in building balloon forms. 50 lb. weight should be used for most indoor work.
- Microfoil™ balloon: Commonly known as foil or mylar balloons. An aluminum-covered nylon balloon with a shiny reflective surface. Comes in shapes: round, stars, hearts, squares.
- Nozzle: A mechanical device attached to a regulator which starts and stops the flow of gas (helium) and is used for inflating balloons.
- Regulator: A mechanical device which reduces the pressure at which gas leaves a pressurized tank; used to control the flow of helium from the tank.
- Single or Pearl Arch: A line of helium-filled balloons spaced at exact distance apart on a monofilament line.
- Spiral arch: Constructed with balloon clusters packed on frame or monofilament line in a spiral pattern.
- Template: Patterns in specific sizes used to control the size of balloons.

HELIUM BALLOON CHART

Balloon Size	Cu.Ft. Helium	# Balloons per 242 Cu. Ft. Tank	Avg. Float Time
Latex Balloons			
9"	.25	900	12-16 hrs.
11"	.5	485	16-18 hrs.
16"	1.3	180	30+ hrs.
36"	15.	15	3-5 days
Foil Balloons			
18"	.5	485	1-2 weeks
36"	4.	60	several wks.

Helium is commonly available in 110, 242 and 291 cubic foot tanks.

Using Hi-Float™ may increase latex balloon float time about 3 times their normal life. *Lightly* coat balloon interior. Too much Hi-Float™ can cause balloons to droop. Do NOT use in foil balloons.

ARCH LENGTH FORMULA

- Arch is wider than it is high.: Height + Width = approx. length. (I.e., over food table.)
- Arch's height and width are about the same: 1.5 Height + Width = approx. length.
- Arch is higher than it is wide: 2 Height + Width =approx. length.

Always add at least 24" on each end to tie arch down.

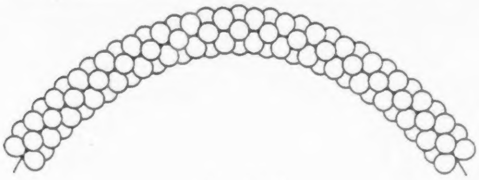
SINGLE ARCH

- Tie monofilament line as a "pulley" between two chairs spaced the length needed. Position one end next to the helium tank so balloons can be inflated and tied directly onto the line from where you are standing. Move the line after tying each balloon rather than walking back and forth between the tank and the line. Use a template to size balloons and a ruler to space balloons an equal distance apart on the line.
- Inflate and size each balloon but do not knot immediately.
- Knot each balloon *directly* around monofilament line.
- Move line so balloon moves away from you.
- When finished, add ribbons to disguise knots.
- Tie each end toa weight or tie directly onto (food) table.

Single Arch

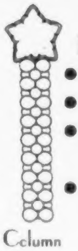
SPIRAL HELIUM ARCH

- Tie a 50 lb. monofilament line between two chairs spaced the distance needed for arch, leaving at least 2 feet on ech end.
- Inflate and size two balloons. Tie them together. Do NOT knot individually,
- Inflate and size two more balloons and tie them together.
- Form an "X" with two sets of ballons by placing one set between the other set. Ttwist one balloon around one of the others next to it to make a cluster of four balloons, being sure to put colors in the order you want them.
- Lay cluster flat like a four-leaf clover.



Spiral Arch

- Place cluster over line so line is between any two of the balloons. Bring one of the balloons *closest* to line around line to hold cluster in place.
- Continue inflating and packing clusters onto line giving each cluster a quarter turn in the same direction to make arch "spiral" or "swirl." Take care in placing them on line so the colors are in the proper order. Keep each cluster tight against the previous one.
- After final cluster has been put on line, untie line from one chair and wrap it around two or more of the balloons in the last cluster to firmly secure arch. Do the same at other end of arch.
- If balloons are helium filled, attach each end to a weight (cellophane or mylar wrapped brick, 36" balloon filled with sand or water, etc.). If balloons are air filled, arch will probably need to be mounted on a frame.
- It takes approximately 132 balloons to build an arch to go over a double doorway. Use up to four different colors to create the "swirl."



Column

BALLOON COLUMN

- Make column with air-filled balloons.
- Inflate, size and tie as for spiral arch.
- Pack onto line or frame, giving quarter turn as for spiral arch.
- Tie in a larger helium-filled balloon on top.

SOME DECORATING IDEAS—Depending on the party theme, try…

Balloons, balloons, balloons!

- Fill with helium and place in bouquets tied to wrapped bricks.
- Fill with helium and form bouquets with different length ribbons, place in square cardboard boxes painted like dice (white with large black "contact paper" circles. Make small hole in center top of box, tie balloons to a stick and stuff stick through hole. Paint gift boxes, place crepe paper or ribbon streamers around box as if they were ribbons and let hang off box flaps. Let mylar "paper" float out of box. Tie balloons to brick placed under mylar and let balloons float as if coming out of box.
- Suspend balloons in net above dance area to be released at end of party (perhaps with paper money and coupons inside some of them).
- **HINT**: If helium balloons float away, retrieve by using one helium balloon covered with several pieces of double-sided tape attached to top and tied to a *long* piece of ribbon.

Crepe paper. Be sure it is fire retardant.

- Use as streamers twisted and attached at both top and bottom of wall.
- Use as streamers on tables.
- Make false ceiling with narrow streamers (purchase ring and rollers to make it easier).
- Use whole "folds" (not narrow streamers) or rolls to create spectacular colorful false ceiling. Attach wire in along both sides and down center of ceiling to hold crepe paper. Wire can be attached to "eye" hooks in each of the four corners and in the center of both ends of room. Attach crepe paper with clip clothes pins.
- Make large brilliant colored flowers.
- Use to make palm tree leaves or to cover tree trunks (see palm trees below).

Posters. Use movie and travel posters. Faces can be replaced with teacher's faces (with permission, of course!) or with students' faces.

Murals.

- Turn whole walls into backdrops.
- Add miniature lights behind the pictures to make stars twinkle or windows appear lighted.
- Make murals in sections and tape together to transform huge areas.

For dance: *dimmed lights, mylar streamers, rotating mirrored ball over dance floor.*

Flowers.

- Use small arrangements or single flowers on tables and large arrangements on food serving tables.
- Make large flat construction paper flowers. Put students' pictures in center and hang on walls, over lockers, etc.
- Make large colorful crepe paper flowers which may be placed in wheelbarrows (rectangular painted cardboard box with wood wheels and wood strip handles); place in long narrow rectangular Fome-Cor® or cardboard boxes made to look like window boxes; or cover square cardboard boxes with "rock" or "brick" decorative paper, fold top flaps around pieces of wood to make a square boxed opening to look like planter boxes.

Colored tablecloths. Use throw away paper ones or buy inexpensive fabric and pass on to next year's party. Buy rolls of plastic or paper table cover (see Resources).

Table skirts. Use these in color or metallic to dress up food serving tables, entryway, check-in area, games of chance tables, etc. Attach with velcro clips (see Resources). Clips have "hook" portion of velcro already attached. Attach a section of loop (soft part) of adhesive backed velcro to clips. Simply put paper tablecloth on table, add velcro clips, and push table skirt against clips. HINT: When needing to use more than one skirt around a table, place ends of both skirts on same clip.

Life-size sculptures.

- Make or borrow soft sculpture people dressed to fit the party theme.
- Make papier-mache' sculptures to fit party theme.
- Borrow store mannequins and dress to fit party theme.

Build an object for the entryway: gang plank, boardwalk, airport security station, movie box office, "yellow brick road," bridge, toll gate, cruise ship, oversized shark, submarine, wild animals, Western scene, waves, etc., to fit party theme.

Hang items from ceiling. Hang dozens of paper birds, fish, etc., from the ceiling or try floating them using helium balloons and light weight fishing line (approximately five balloons will hold up a poster board sea gull; white or light blue balloons will look like clouds).

Use carpet tubes to create all sorts of items:

- **Palm trees**—see below
- **Fantasy balloon trees**—see below
- **Railroad crossing signs**: paint tube white or black and wrap opposite color crepe paper streamer diagonally around tube. Cut two pieces of Fome-Cor® or cardboard approximately 6" x 24"; hot glue in shape of "X." Write RAIL ROAD on under section of "X" and CROSSING on top section. Attach "X" to carpet tube with velcro (for easier storage) or hot glue (for permanency). Attach a small red balloon on each side so they fall between side "arm's" on each side of "X."
- **Dock pilings**: Cut large diameter carpet tubes (approximately 4" diameter) into pieces of varying lengths. Paint to simulate wood, using chalk to simulate lines on wood (smudge chalk lines, spray with fixative or hair spray to set chalk). Wrap and tie rope around the three pieces to simulate dock pilings.
- **Horses.** Use mailing tubes for body and head. Use upholstery fabric tubes for legs. Add poster paper ears and rope tail and mane. Paint in desired colors. Can add cowboy hats, reins, etc.
- **Tepees.** Use tubes to form base. Cover with inexpensive fabric and paint as desired.

Cactus.

- Use 6' mailing tube for main "stem" of "pipe organ" cactus. Use chicken wire to form "arms." Cover arms with cast gauze (for broken bones) or papier mache. Cut a hole in each side of carpet tube. Attach "arms" inside tube with wire. Strengthen outside with hot glue or tape. Paint entire cactus with green acrylic paint. Use black and yellow chalk to make vertical lines (ridges on cactus) down all three sections. Smudge lines with fingers. Set chalk with fixative spray available in craft stores or use hair spray. Make small hot pink or bright yellow crepe paper flowers to decorate top of the two arms.

- Make PVC pipe frame and cover with air-filled green balloons. Add small red, yellow, orange, and/or hot pink balloons as "flowers.
- Make chicken wire frame and cover with green crepe paper. Add bright colored crepe paper flowers.
- International boarder crossing gates: Use a large diameter carpet tube for the upright end, a small or "skinny" tube for the crosspiece. Attach the two tubes with carriage bolts so narrow one will move up and down. Paint to match decor.

Skylines. Use opaque projector and pattern to create a city skyline outline then use:

- Mylar streamers on black background.
- Black paint or marker on white paper, poster board, or Fome-Cor® filled in with paint, glitter, fabric, etc.
- Make outline using tubing, cardboard, pipe, etc., for 3-D effect.
- Drill holes in Fome-Cor® and fill with miniature strings of lights.

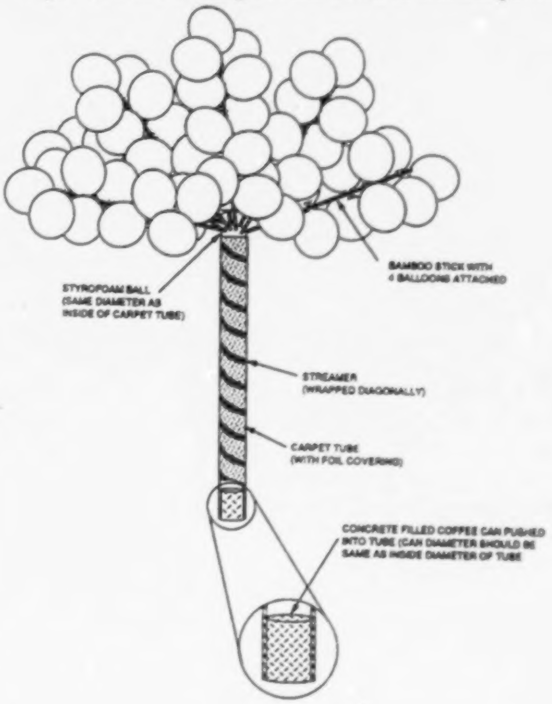
Limit decorations to large items that can be made ahead and put up quickly. If smaller items are to be used around columns or pillars, try to mount them on crepe paper streamers ahead of time so they go up in minutes by simply attaching the streamer to top of pole and wrapping to the bottom. Large splashy decorations will be noticed and make a difference while small, time consuming items may never even be seen by most of the students.

DIRECTIONS FOR SPECIFIC ITEMS

FANTASY BALLOON TREES: easy and inexpensive.

Supplies: 1 carpet tube or 4" x 6' mailing tube, 1 tin can same diameter as tube (one lb. coffee can fits inside 4" tube), concrete mix, 1 styrofoam ball or square of green "silk" foam same diameter as tube, 12 18" bamboo balloon sticks, 48 balloons, 18" wide aluminum foil. Optional: crepe paper streamer, mini lights (place cord thru tube and out bottom before placing concrete filled can into tube. Drawing by Sherry Long, Park View H.S., *Loudoun County*.

- Fill can with concrete and let harden.
- Cut piece of aluminum foil slightly longer than tube. Tape foil on tube from top to bottom. Wrap foil around tube and secure entire length with double sided tape.
- Optional: Attach crepe paper streamer to inside top of tube with tape. Wrap streamer diagonally (4" apart) to bottom of tube. Attach to inside bottom with tape.
- Cover styrofoam ball with foil; push into top of tube with half of ball protruding from top of tube.
- Push concrete-filled can inside carpet tube. Tube will now stand alone but if using on carpet, set on piece of wood or other smooth surface.
- Inflate 48 air-filled balloons and knot individually.
- Attach 4 balloons near *one* end of *each* balloon stick by forcing stick through loose end of balloon *below* knot.
- Poke balloon filled sticks into styrofoam starting on center top of ball and working out and down in circular pattern.



BAMBOO STICK WITH 4 BALLOONS ATTACHED
STYROFOAM BALL (SAME DIAMETER AS INSIDE OF CARPET TUBE)
STREAMER (WRAPPED DIAGONALLY)
CARPET TUBE (WITH FOIL COVERING)
CONCRETE FILLED COFFEE CAN PUSHED INTO TUBE (CAN DIAMETER SHOULD BE SAME AS INSIDE DIAMETER OF TUBE

PALM TREES Make from carpet or 4" mailing tubes with felt, paper, fabric, or foil leaves. Use basic "fantasy tree" instruction (see above) but use palm tree leaves in place of balloons.

To make leaves using double-sided carpet tape:

- White leaves: use *wrong* side of most gift wrap paper (side opposite pattern). Silver leaves: use aluminum foil. Green leaves: use crepe paper, fabric, felt, green burlap, etc.
- Cut chosen material into leaf shape (long oval) approximately 18" long . Do NOT fringe at this time.
- Cover *wrong* side of leaf *completely* with double-sided carpet tape.
- Lay straightened wire coat hanger down center of leaf (part will extend beyond leaf as "stem") and cover wire with one piece of double-sided tape.
- Lay another leaf down on top of the taped one, being sure *wrong* sides are together.
- Trim around outside to get rid of excess tape or material (rotary cutter works well for this but scissors will do).
- Fringe leaves as desired.

- Stick wired leaves into styrofoam balls in top of carpet tubes and shape to suit.
- Leaves may be ironed if they become wrinkled.

To make leaves with glue, substitute Elmer's glue or white glue for tape; immediately iron dry.

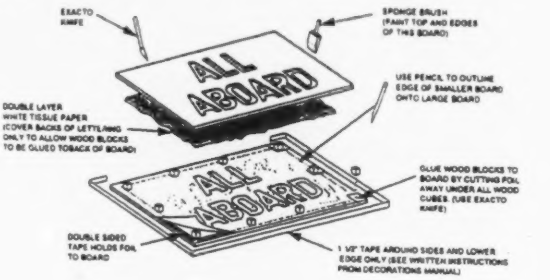
- Use brown paper grocery sacks for colored or glittered leaves.
- After ironing dry, paint with acrylic paint or coat outside of leaves with glue and cover with glitter.
- If painted leaves become wrinkled, simply re-iron; glittered leaves cannot be re-ironed.

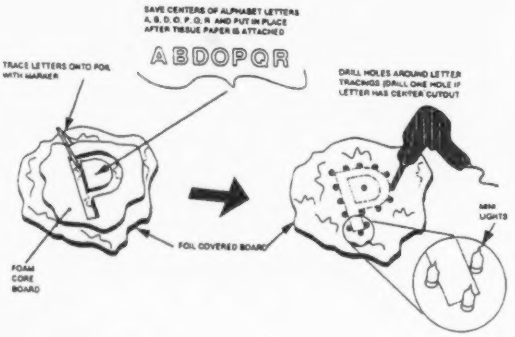
VARIATION: Glue or tape several pieces of fake money to coat hanger wire to simulate leaves for "money" tree.

LIGHTED FOME-COR® SIGNS

Supplies: Exacto knife, paint brush, pencil, small tipped fine tip marker, drill, wood glue, 2 pieces foam core board or cardboard, mini lights, 10 1½" wood cube blocks, foil, tissue paper (enough for 2 layers), double-sided tape. Drawing by Sherry Long, Park View H.S., *Loudoun County*.

- Cut 2 rectangles of Fome-Cor®, one larger than the other (about 3" shorter height & width).
- Carefully cut out letters from the center of the *smaller* rectangle to spell desired word or words. Save letter centers (A, B, D, O, P, Q, and R) as they will need to be reattached later.
- Cover large rectangle with foil to reflect light. Use double-sided tape to hold foil to Fome-Cor®.
- Lay smaller rectangle with cutouts over larger one. Using magic marker for visibility, draw around cut out letters onto foil covered board. Be sure to draw around letter centers as well. Draw around *entire* outside of small rectangle with **pencil**.
- Drill holes into foil covered board *around* marked letters. Try to stay as close to marked letters as possible as that is where the light should be concentrated. Be sure to drill a hole in the *center* of each letter that will have it's center replaced (A, B, D, O, P, Q, R). Do **NOT** drill where actual **cutout** will fall. Drill as many holes as will be needed for the strings of lights. (Sign about 18" x 40" takes 150 lights—3 strings of 50). Be sure to check size of hole on a scrap of Fome-Cor®. Lights should fit snugly.
- Paint (sponge brush works well) smaller cut-out rectangle with 2 coats acrylic paint which goes a long way and dries quickly (water based paint makes Fome-Cor® curl). Paint edges of cut out letters, rectangle and edges of letter centers. Dry thoroughly.
- Turn painted rectangle over. Attach a **double** layer of *white* tissue paper on back using masking tape. Cover all cutouts so no seams fall in middle of any cutout.
- Use any scrap wood to cut ten 1½" cubes or blocks.
- Place larger rectangle (one with holes drilled in it) foil side up. Lay one wood block in each corner of smaller marked rectangle (lines drawn earlier in pencil). Space others so there are four along top, four along bottom and two at center of short sides.
- Draw around each of these blocks with a pencil and carefully cut the foil away using a small Exacto knife.
- Use wood glue to fasten blocks to the area where foil was removed. Dry thoroughly.
- Spread layer of wood glue on top of all blocks and carefully place smaller rectangle onto blocks matching all corners and sides. Painted side of rectangle should be facing up; paper covered side should be facing foil-covered lower rectangle. Lay flat. Dry thoroughly.
- Using 1½" masking tape, start on top of one of the top end blocks of wood. Wrap tape: **down** short side (staying on blocks only), across bottom, up other side, finishing with the top of the other top end block. This will enclose the lights so they can't be seen from sides and below but will allow air to circulate and keep heat from building up since entire top of sign is open.
- Push mini lights through holes.
- Plug in and admire!

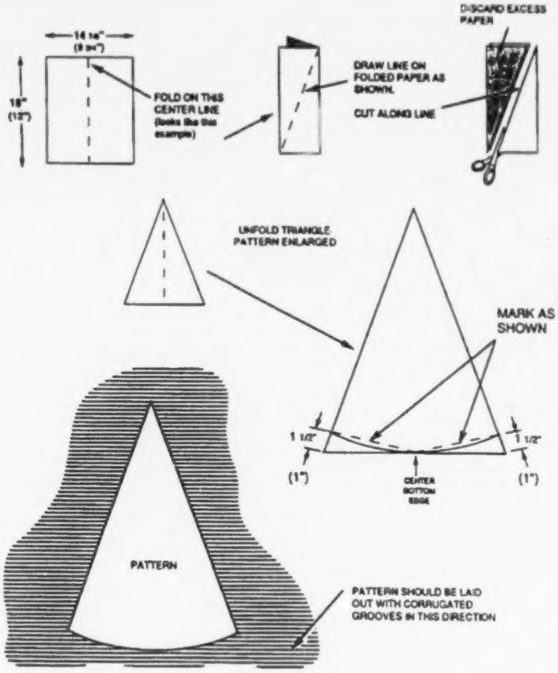

EXACTO KNIFE
SPONGE BRUSH (PAINT TOP AND EDGES OF THIS BOARD)
ALL ABOARD
USE PENCIL TO OUTLINE EDGE OF SMALLER BOARD ONTO LARGE BOARD
DOUBLE LAYER WHITE TISSUE PAPER (COVER BACKS OF LETTERING ONLY TO ALLOW WOOD BLOCKS TO BE GLUED TO BACK OF BOARD)
GLUE WOOD BLOCKS TO BOARD BY CUTTING FOIL AWAY UNDER ALL WOOD CUBES. (USE EXACTO KNIFE)
ALL ABOARD
DOUBLE SIDED TAPE HOLDS FOIL TO BOARD
1 1/2" TAPE AROUND SIDES AND LOWER EDGE ONLY (SEE WRITTEN INSTRUCTIONS FROM DECORATIONS MANUAL)


SAVE CENTERS OF ALPHABET LETTERS A, B, D, O, P, Q, R AND PUT IN PLACE AFTER TISSUE PAPER IS ATTACHED
ABDOPQR
TRACE LETTERS ONTO FOIL WITH MARKER
DRILL HOLES AROUND LETTER TRACINGS (DRILL ONE HOLE IF LETTER HAS CENTER CUTOUT
MINI LIGHTS
FOIL COVERED BOARD
FOAM CORE BOARD

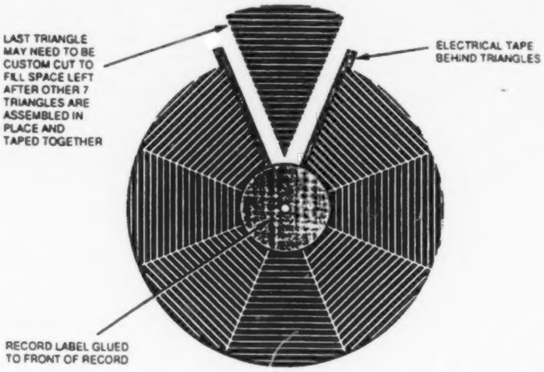
LARGE RECORDS

Large 24" and 36" corrugated cardboard records made from a roll of black corrugated paper look as if they have grooves in them—could be used for a 50's party. Drawing by Sherry Long and Sharon Harris, Park View H.S., *Loudoun County*. *Supplies*: Black corrugated paper, black electrical tape, double sided carpet tape.

Directions for making pattern. Dimensions in ( ) are for 24" diameter record.


14⅞"
(9¾")
18"
(12")
FOLD ON THIS CENTER LINE (looks like this example)
DRAW LINE ON FOLDED PAPER AS SHOWN.
CUT ALONG LINE
DISCARD EXCESS PAPER
UNFOLD TRIANGLE PATTERN ENLARGED
MARK AS SHOWN
1 1/2"
(1")
CENTER BOTTOM EDGE
1 1/2"
(1")
PATTERN
PATTERN SHOULD BE LAID OUT WITH CORRUGATED GROOVES IN THIS DIRECTION

- Make patterns as follows: For *36" record:* cut a rectangle 18" x 14⅞"; fold in half lengthwise. Draw line from top **center** to bottom **outside corner**. Cut along line to make triangle for pattern. For *24" record*: cut a 12" x 9¾" rectangle and form triangle as above. *Mark* triangle as follows (do NOT cut yet): Mark lower outside edge of triangle 1½" up from bottom on 18" pattern and 1" from bottom on 12" pattern. Draw line across bottom of triangle from marked edge to center bottom edge of paper and across to other marked side rounding it gently. Then proceed as follows for size record you want using *one* of the patterns just made.
- Use rotary cutter (from fabric store) or scissors to cut 7 triangles from corrugated paper.
- Turn back side up (back is usually white). Tape triangles together with **black** electrical tape. There will be one triangular "hole" vacant.
- Lay taped-together "record" onto black paper and trace triangular "hole." Cut this last triangle and tape into place. This assures a good fit so record will lie flat.
- On back, tape over electrical tape (it doesn't stick well but looks best if it shows through cut edges) with double-sided carpet tape to add stability. Be sure to **leave protective backing on tape**. Record is now octagonal.
- Working from the back (white) side, cut pattern on line drawn earlier across bottom of triangle.
- Place "new" pattern on each taped triangle in record and mark bottom edge. Cut along this line. Record should now be round rather than octagonal.
- Make a round "label" to fit center of record. Label may be large or small (78's and 33's had smaller labels than most 45's). Use color, design, and wording desired. Hole may be drilled in center of label and record. Glitter may be added to label, if desired.
- Hang "as is" *against* a wall.
- To hang *away* from walls, tape two records together but rotate records so seams fall against center of triangles of backing record. Hang with monofilament, fishing, or weed eater line. Record will slowly rotate as air moves around it.


LAST TRIANGLE MAY NEED TO BE CUSTOM CUT TO FILL SPACE LEFT AFTER OTHER 7 TRIANGLES ARE ASSEMBLED IN PLACE AND TAPED TOGETHER
ELECTRICAL TAPE BEHIND TRIANGLES
RECORD LABEL GLUED TO FRONT OF RECORD

CREPE PAPER FLOWERS

Supplies for one flower: Piece of yellow tissue (preferred) or crepe paper approximately 1¼" x 16", one 5" long section of bright colored crepe paper (flat folds of paper 4-5" wide make three good sized flowers), 1 wire coat hanger (straightened with "wrinkled" end cut off), 4 pieces of green crepe paper approximately 6" x 3", double-sided carpet tape, florist wire, floral tape, masking tape.

- Cut yellow tissue paper for center, fold 16" length to a 2" fold, fringe one edge while folded.
- Cut petal shape on top half of folded crepe paper leaving 2"-3" on bottom half uncut. Experiment with different petal shapes.
- Unfold entire length of "center". Wrap "center" around end of coat hanger. Tape securely with masking tape.
- Unfold petal paper. *Gather* bright colored petals over center, allowing a lot of fullness so flower will look as if it is open. Work in a circular upward motion around hanger. Secure with florist wire and then masking tape to form calyx of flower.
- Wrap entire masking taped area with floral tape, continuing to bottom end of hanger.
- Cut leaf shape from green crepe paper, cutting all four pieces at one time. Cover two of the leaves with double-

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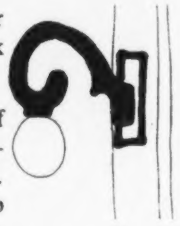
sided tape. Lay one piece of floral wire down center of each tape covered leaf. Top each taped, wired leaf with one of the other leaves. Trim off any excess tape or crepe paper and improve shape with fingers.

- "Scrunch" end of leaf for more natural appearance and use wire to secure leaf to flower stem.
- Wrap any exposed wire with floral tape.
- Bend leaf into desired shape.

LAMP POST FROM EXISTING COLUMN. Design and illustration by Winnie Sullivan, Stafford H.S., *Stafford County*.

Supplies: Square or round posts or columns holding up room, 2" thick styrofoam, one 11" white balloon.

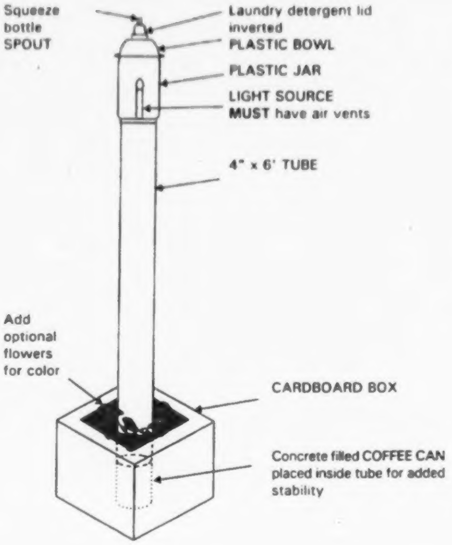
Make a wrought-iron lamp post out of styrofoam and paint it black. Use double-sided tape to attach to existing column. Air inflate 11" balloon and pin knot to styrofoam.



STREET LAMP. Lighted street lamp can be made from recycled products. Design by Jane Drewes, South Lakes H.S., *Fairfax County*. Illustration by Sherry Long, Park View H.S., *Loudoun County*.

Supplies: Carpet tube or 4" x 6' mailing tube, 2 tin cans that will fit inside tube, concrete, cardboard box, single bulb Christmas candle (or single lamp socket with *empty* toilet paper roll), large clear *plastic* jar or bottle with lid, plastic or strong paper bowl with lip or use plastic plate with rimless bowl glued to it, laundry detergent lid (or approx. 2" cap such as comes on Pledge spray wax, etc.), spout from squeeze bottle, black paint, glue. Optional: dowel, poster board, crepe paper flowers on long stems.

- Fill one coffee can with concrete. Let concrete set up.
- Drill hole large enough for lamp fitting in bottom of 2nd coffee can and jar lid.
- Place jar lid top against coffee can bottom and place lamp through hole.
- Drill several air holes in bottom of plastic jar to allow air to circulate as lamp bulb will put out a lot of heat. Be careful that bowl (or plate/bowl) does not cover holes.
- If using plate and bowl, glue top edge of bowl to back side of plate.
- Glue detergent cap edges to bottom of bowl.
- Glue squeeze bottle top to top of detergent cap.
- Drill hole large enough for lamp plug to be "fished" through about 10-12" from bottom of tube.
- Place concrete filled can inside bottom of tube.
- Paint tube and entire assembly from plate/bowl to squeeze bottle top black. Dry thoroughly.
- Glue painted bowl assembly to bottom of jar above air vents.
- Put coffee can holding lamp inside top of tube.; add bulb to lamp; attach jar to lid.
- Set tube inside cardboard box covered or painted to look like stone or brick.
- Optional: Add colorful flowers as if box is planter. Add dowel with street name. There are lots of familiar street names in New Orleans; pick something other than Bourbon Street (i.e. Duke St., Canal St., etc.)


Squeeze bottle SPOUT
Laundry detergent lid inverted
PLASTIC BOWL
PLASTIC JAR
LIGHT SOURCE MUST have air vents
4" x 6' TUBE
Add optional flowers for color
CARDBOARD BOX
Concrete filled COFFEE CAN placed inside tube for added stability

LIGHTED PLAYING CARD SIGNS These can be made from purchased 18" x 25" die-cut playing cards available from decorations catalogs—Ace, King, Queen, Jack only (see Resources). Cards can also be drawn freehand or by using an opaque or overhead projector.

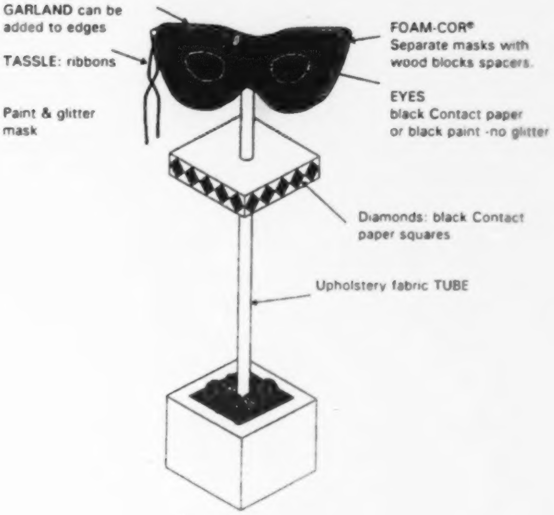
Supplies: 4 playing cards, 4 pcs. 21" x 28" Fome-Cor®, 4 strings 50-light mini Christmas lights with long leaders and plugs on each end, electric drill.

- Mount cards on Fome-Cor®.
- Drill **50** holes to fit lights spaced evenly around the sides (11 across both top and bottom and 14 on each side).
- Put one string of lights on each card, poking lights from back to front. To easily attach lights and have plugs run from sign to sign (method needs only two extension cords or an electric outlet on each end), thread lights as follows:
  - Start at one bottom corner. Go **up** side, **across** top, and **down** side, putting light in **every *other*** hole.
  - Go **across** bottom, putting light in **every hole**.
  - Go **up** side, **across** top, and **down** side **filling remaining holes** with lights.
  - Extend long end to string of lights on *next* card.
  - Repeat process.

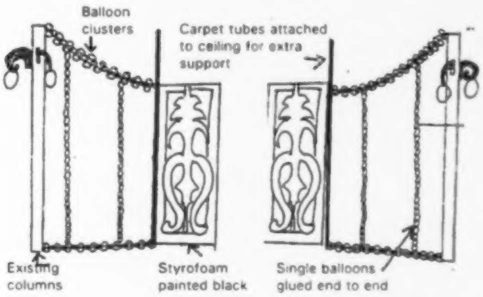
MARDI GRAS MASK. Idea: Jane Drewes, South Lakes H.S., Fairfax County; illustration: Sherry Long, Park View H.S., *Loudoun County*.

Supplies: Foam-Cor® or cardboard, Contact paper, white glue, glitter, Christmas garland, 5/8"-1" ribbon, hot glue gun, upholstery fabric tube, small cardboard box, aluminum foil. Optional decorations: paint, lace, feathers, miniature lights.

Cut two large masks from Foam-Cor® or cardboard—one for front, one for back. Attach Contact paper eyes. Glue and glitter remainder. Use Christmas garland around outside of each mask (will also hide space between masks). Use foil stars and long pieces of ribbon to decorate. HOT GLUE EVERYTHING!! Cover a thin box with foil and decorate with black Contact paper squares attached as diamonds. Attach masks on opposite sides of painted or decorated upholstery tubes with box beneath mask. For stability, hot glue empty paper towel rolls, toilet paper rolls or blocks of wood between ends of masks. Insert tube in a decorated base. Tilt mask at an angle.


GARLAND can be added to edges
TASSLE: ribbons
Paint & glitter mask
FOAM-COR® Separate masks with wood blocks spacers.
EYES black Contact paper or black paint -no glitter
Diamonds: black Contact paper squares
Upholstery fabric TUBE

GATES. Design and illustration by Winnie Sullivan, Stafford H.S., *Stafford County*.


Balloon clusters
Carpet tubes attached to ceiling for extra support
Existing columns
Styrofoam painted black
Single balloons glued end to end

Two square existing support poles were transformed into gates using 5" balloons and two 4' x 8' pieces of 2" thick styrofoam painted black. Two carpet tubes were added for extra support. 25 lb. fishing line was used to pack balloons into clusters across top and bottom with single balloons glued end to end to rest of fence.

GLITTERED SIGNS An easy sign made from scraps. If making lighted Fome-Cor® signs with cutout letters, save letters that are cut out and proceed as follows or cut letters from cardboard.

- Find a piece of Fome-Cor® or cardboard to use as the background of the sign (cut out letters must fit on it).
- Paint the background sign the desired color, being sure to paint edges. Dry thoroughly. Use acrylic paint to keep Fome-Cor® or cardboard from curling.
- Spread the cutout letters with a thin coat of white glue and heavily glitter them—including edges and centers of letters A, B, D, O, P, Q, and R.
- Spread glue near side edges of painted background and sprinkle heavily with glitter to make a "frame" around sign (1" wide strip around all four edges seems to look fairly good or make a pattern).
- Glue glittered letters in center of background piece.

BUILDINGS

Supplies: large piece of cardboard, cinderblocks, black paint, aluminum foil, double-sided carpet tape, adhesive backed velcro, heavy duty stapler, staples.

- Stand cinder blocks upright on end placing four or more together in shape desired—square or rectangle. Depth/width of building will be determined by number of blocks used.
- Determine height of building. Measure and cut cardboard to that height. Make buildings different heights. *Check room ceiling height to be sure buildings will fit.*
- Lay cardboard flat and paint outside of cardboard with flat black *acrylic* paint. Let dry. **HINT: Paint *before* cutting** as cardboard tends to shrink after it is painted. Also, a paint roller will be more convenient if several buildings are to be painted.
- Cardboard will need to fit around the *outside* of the cinderblock shape. Most buildings need at least two pieces of cardboard, each cut to fit one side and one end *plus* 1".
- Use utility knife to score cardboard so it will bend and fit neatly around blocks. Score **inside** of buildings (back side of cardboard), being careful not to cut through to other side. Place first score 1" from one end. This piece will wrap around one end of the building. Place second score where cardboard should bend at corner of building. Cardboard should end exactly at next corner. Do the

same thing with the next piece of cardboard. Place the 1" flap behind the first piece of cardboard.

- Mark "windows" by drawing pencil lines both horizontally and vertically the length and width of the cardboard. Windows should be approximately 3" high x 2" wide with approximately 1" between windows. Be sure lines are even all the way around (on both pieces of cardboard) as well as up and down. For variety, make a couple of shorter, more rectangular buildings with horizontal windows (2" high x 3" wide).
- Cover *dull* side of aluminum foil with double-sided carpet tape. Leave backing paper on tape. The shiny uncovered side will be the lighted windows.
- Mark and cut foil into 3" x 2" rectangles—with backing paper still on.
- Peel off backing paper—one piece at a time—and place foil "window" onto marked rectangle on painted cardboard. Leave a few randomly chosen areas without foil so it will look as if the lights are "off" in those rooms.
- Cut Velcro into 1½"-2" pieces. Starting from edge at both top and bottom of **right** side of **1" flap**, place either the hook OR the loop approximately every 6" along flap. Be sure to use same type of Velcro (either hook or loop) all the way along flap. Put other 1/2 of Velcro on other piece of cardboard on the end *opposite* the flap, placing on *wrong* (unpainted) side of cardboard. Use a heavy duty stapler to reinforce velcro adhesive.
- Place cardboard around cinderblocks with Velcro fasteners holding edges together. Be careful not to bend cardboard EXCEPT where scored so building will remain standing upright.

SUNGLASSES

Cut sunglasses shape from cardboard or Foam-Cor®. Paint various colors. Try fun designs by flicking paint from toothbrush or drizzling lines of paint across them. The wilder, the better! Tape or glue colored cellophane or plastic wrap to back side of frame to simulate glass. Hang on wall or make double and hang from ceiling.

GREAT RESOURCE

Talk to the management of department stores and shopping malls to find out what they do with decorative display items when they are taken down. Many malls and large stores discard items they don't plan to use again and will happily donate it to your committee IF you let them know you want it.

Many throw out hundreds of strings of mini-lights after the Christmas displays are taken down because the labor to store them properly and check them the next season costs more than purchasing new. It may take some time to straighten out the seemingly thousands of "knots" but the price is right!

Don't be shy about asking what will happen to items on display at fairs, corporate and charity events, etc. Contact any local graphic designers to see what they do with obsolete items.

If you are offered anything:

- Pick it up *promptly*.
- Write a thank you note.
- Give credit through whatever process your committee has set up for recognizing donors.
- Be sure to find out the value of the item(s) for the Treasurer's records.

Below are some theme ideas to get you started. Use your imagination but, most of all, HAVE FUN!

SAMPLE THEMES

	INT'L THEME	CRUISE THEME	BEACH THEME	HOLLYWOOD THEME	NEW YORK THEME
ENTRYWAY	Airport or Passport Control	Gang plank, bon voyage party	Boardwalk, bridge, water, seagulls	Movie marque	NY skyline, Statue of Liberty
CHECK ROOM	Customs and Immigration	Customs and Immigration	Locker room	The Check Room	Grand Central Station
CARNIVAL	Rio	Rio	Coney Island	The Stunt Room	Coney Island
GAMES OF CHANCE	Monte Carlo or Las Vegas	Monte Carlo	Atlantic City	Lady Luck	Wall Street
FOOD	Chinese, Mexican, American, etc.	Ship's Buffet	Marketplace	Hard Rock Cafe	NY Deli
GRAFFITI WALL	Subway	"On the high seas"	Autograph Alley	Grauman's Chinese Theater	Subway
PRIZES	Duty Free Shop	Ship's store	Treasure Cove	Pay Day!	5th Avenue
CANDID PHOTOS	Famous foreign landmark scene	Palm trees, ship, etc.	head thru holes of humorous beach couple	Movie scene	Statue of Liberty
THEME DECOR	Travel posters, items/colors from foreign countries	Ship, water, seagulls, palm trees	Palm trees, sea gulls, beach "look"	Movie posters, stars, mini-lights, film, glitter	Glittery signs, city bldgs., red apples
I.D.'S	Passport	Passport	Driver's license or beach pass	Mini take boards starring: Student	Key to city
TICKETS	Airline tickets & ticket wallets	Cruise tickets	Bridge ticket	Take board or movie ticket	Subway token or red apples
PRE-PARTY RESERVATION LIST	Airplane with banner behind	Port holes	Life preservers or beach balls	Take Boards or Film	City buildings or Apples
VOLUNTEER DRESS	Costumes from countries used for decor	Tropical look	T-shirts	White top, black bottom, bow ties, cummerbunds	White top, black bottom, bow ties, cummerbunds

MORE SAMPLE THEMES

	Life is a Highway "America"	MARDI GRAS	WILD WEST	SOUTH OF THE BORDER	UNDER THE SEA
ENTRYWAY	Highway construction zone or Toll Booth	New Orleans scene: boats, cotton bales, tombstones of school subjects bon voyage party	Stagecoach Stop/Ticket Window	Passport Control	Huge walk-thru shark: "Jaws"
CHECK ROOM	The Garage or The Pit Stop	Rue de Bagages	Stagecoach Luggage Check	Customs & Immigration	Locker Room
CARNIVAL	Coney Island	Carnival!	County Fair	El Carnival de Fun & Games	Charlie Tuna's Playhouse
GAMES OF CHANCE	Las Vegas	Jeu de Chance	Last Chance	La Big Chance	Diving for Treasure
FOOD	Road Kill Cafe	Cajun Cafe	Dry Gulch Cafe	Rosie's Cantina	Neptune's Dive
GRAFFITI WALL	Subway station wall	"Stucco" wall	"Wooden" fence	"Adobe" or "stone" wall	Florescent markers on fish covered blue paper
PRIZES	Souvenir Shop	Les Prix	Gold Rush or Gold Mine	El Surprizo	Scuba Shop
CANDID PHOTOS	Antique car, convertible, etc.	Fancy dress "head thru hole" scene	Western scene with cows, corn, horse, hats, etc.	Sombreros, serapes, etc.	Head thru holes: Scuba diver, mermaid
THEME DECOR	Highway on floor thru-out, traffic signs, road signs	Purple/green/gold. Street lamps, masks, Jack-in-box, dragon, beads, gold coins	Horses, corral, cowboy hats/ boots, cactus, coyotes	Lots of color, pinatas, cactus, red peppers, donkeys, "Pedro says, '___' signs"	Black lights, fish, fish nets, octopus, waves
I.D.'S	"fake" Driver's license	Masks	Sheriff's badges (stars)	Passport	Star fish
TICKETS	Road maps	Masks	Stage Coach ticket	Airline ticket	Sea shells
PRE-PARTY RESERVATION LIST	Cars & trucks on highway	Masks	Wanted posters	Donkeys or cactus, or sombreros	Schools of fish
VOLUNTEER DRESS	Construction workers: orange vests, hard hats	White tops, black bottoms, bow ties cummerbunds	Cowboy hats	Sombreros	T-shirts

SUGGESTED DECORATIONS COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the DECORATIONS Committee.

As Early As Possible

- ☐ Decide on theme.
- ☐ Brainstorm for ideas to use theme in every area of party.

About Six Months Before Party

- ☐ Check with local fire marshal for decorating restrictions and determine if an inspection will be required.
- ☐ Check with party facility personnel for decorating restrictions.
- ☐ Meet with other chairpersons, particularly activity, area chairmen to determine needs and desires of their committee to be sure each area will fit into theme. Determine what decorations will be done by Decorations Committee and what will be done by other committees.
- ☐ Make decisions on actual decorations to be used in every area.
- ☐ Assemble committee of persons to make and/or build decorative items.
- ☐ Make list of items needed, where they can be found, prices, etc.
- ☐ Discuss budget needs with Treasurer and General Party Chairperson.
- ☐ Begin placing orders and/or discuss needs with Donations Committee.
- ☐ Make and distribute map of party facility with each activity blocked into space they will use.

About Three Months Before Party

- ☐ Make decorations.
- ☐ Check with other chairmen to reconfirm plans.
- ☐ Check with local florists and other businesses or groups who may be able to *loan* decorative equipment or items.

About Two Months Before Party

- ☐ Continue to work on decorations coordinating with any chairmen necessary.
- ☐ Work with General Party Chairperson to confirm all equipment needs with party facility (tables, chairs, stages, public address systems, etc.). Give the facility director a drawing showing where every item the facility is furnishing is to be placed.
- ☐ Update facility map adding emergency evacuation route. Be sure Chaperon/Security Committee has a copy.
- ☐ Make arrangements for equipment (electric balloon inflator, helium tank, etc.) to inflate balloons.
- ☐ Meet with Clean-up Committee to set up marking system so they will know what to put in storage, give away, trash, or return to lenders.

About One Month Before Party

- ☐ Reconfirm any outstanding orders and make arrangements for their delivery.
- ☐ Reconfirm any equipment that will be borrowed (florists, etc.)
- ☐ Recruit extra volunteers to put up decorations day of party.
- ☐ Arrange for transportation of all decorations to party facility.

Two Weeks Before Party

- ☐ Try to finish up any decorations not already completed.

Week of Party

- ☐ Pick up all decorations equipment as soon as possible.
- ☐ Reconfirm key volunteers will be present to help decorate.

Day of Party

- ☐ It's finally time to DECORATE!
- ☐ Coordinate the set up of all areas.

At the Party

- ☐ Arrive early to put any last minute touches on decorations.
- ☐ Have a good time and enjoy the party!

After the Party

- ☐ Be sure Clean Up Committee is aware of equipment that is to be returned—borrowed or rented items—or stored for following year.
- ☐ Designate someone to wrap and store any really fragile items to be kept or any valuable borrowed items. Clean-up time is frenzied and things can easily get broken or misplaced.

Week Following Party

- ☐ Submit detailed written report on Decorations Committee to Party Chairman.
- ☐ Check to be sure all bills have been paid for decorative items.

Food

Purpose: To provide food and beverages that appeal to the graduates while conforming to the party theme.

Food and drink are critical ingredients to a successful party. Give the food areas names that fit the party theme to make it more fun. **KEEP THE FOOD SIMPLE.** Some students will try new and different things, but many will not. Recognize the religious and cultural differences of the students and provide *something for everyone*. Some parties may wish to divide food into smaller sub-committees for snacks, beverages, breakfast, etc., while others will use one general committee to handle all of it.

When looking for help in providing food and food-related items, include fast-food restaurants, pizza parlors, regular restaurants, hotels, caterers, airline caterers, gourmet shops, churches and other community organizations. Many will be willing to loan equipment, provide ice, paper products, plastic utensils, tablecloths, table skirts, etc., as well as all sorts of food both prepared and/or bulk. Be sure to work through the Donations Committee to solicit **any** item.

Suggestions for the Food Chairperson

- Serve as coordinator, information, and resource person for the food committee.
- Help recruit any subcommittee chairpersons needed.
- Submit suggested budget to Treasurer making changes as information concerning donations and discounts of food and supplies becomes available. See that members are reimbursed.
- Maintain regular contact with committee members; make sure budgets and schedules are met.
- Keep food committee updated on anticipated attendance figures.
- Request written reports from any subcommittee chairpersons within one week after the party.
- Arrange for leftover perishable food to be delivered to a needy organization in the early hours following the party being sure that arrangements have been made for safe transport of the food (Keep it hot, keep it cold, or don't keep it!).
- Coordinate with the Clean-up Committee to have plastic bags, foil, plastic wrap, paper towels, etc., for packaging leftovers and for clean-up in food areas.
- Assign one committee member to work with the Clean-up Committee to help with the storage and disbursement of leftover food and food-related items.
- Prepare menus and base initial quantities on projected attendance figures. Consider known religious and dietary restrictions when selecting the menu.
- Coordinate plans with the Decorations Committee
- Plan food and beverages for decorating and set-up crews
- Arrange for pick up of all food related items.
- Be flexible and prepared to alter plans. As party time approaches, the number of party attendees will constantly change as well as the number and type of donations offered by businesses and organizations.

NOTE: Almost all parties across the state have reported having an over abundance of food. It is suggested that quantities be estimated and then when donations are offered, be realistic. **Don't be afraid to ask for less than is offered.** Businesses appreciate our thriftiness and it saves handling the food one more time when everyone is tired after being up all night. If a particular food item runs out, just offer something that is still available.

General Party Food Information

- Serve finger foods in **small** servings. Students want to sample everything but cannot eat normal servings of several kinds of food within a short period. They also want to eat "on the run."
- PIZZA IS THE #1 FAVORITE FOOD!!!
- Provide ample soft drinks. Students also like sparkling cider and tropical drinks. Be sure to provide regular (*not* decaffeinated) coffee and iced tea for the adults working all night. Very few students usually drink coffee.
- For breakfast have lots of juice available—orange, cranberry and apple are the favorites. Milk has not been a big hit at a lot of the celebrations. However, some schools have found that students are happy to have an individual carton of milk along with donuts or muffins for breakfast. Know your students.
- Serve some food all night rather than only at scheduled times which interrupts other activities.
- Serve food in several areas to avoid congestion and offer the chance to grab a quick bite between activities.
- Put up several menus in strategic spots around party so students know where and when to find the various refreshments.
- Use adult volunteers (chaperons) to carry trays of food and drink around various activities as many times the students would be happy to have something to eat or drink but are too busy, too engrossed in what they are doing, or having too much fun to bother going after the food.
- Don't serve *any* drinks in an open punch bowl or set cups of drinks out unattended. This is an open invitation for an illegal substance to be introduced.
- Remember to send a volunteer with a tray of food and drinks to the chaperons staffing exit doors and fire alarms as they cannot leave their posts.
- Remember the Clean-up Crew and those running the last event (usually Party Chairperson and Prize Committee) will need food, too. Save them something.

SUGGESTED FOOD QUANTITIES

Suggested Food Quantities—125 Students. Rustburg H.S., *Campbell County*.

SNACKS

Amount on Hand	**Amount Used**
15 bags chips, pretzels	1 each
2 French onion dip	1
2 Nacho cheese dip	1
24 large pizzas	22½
6 1-foot subs	6
2½ gal. tropical fruit punch	2 gallon
30 doz. cookies & brownies	15 dozen
1 large fruit tray	1
Soft drinks	???

BREAKFAST

Amount on Hand	**Amount Used**
8 doz. biscuits	4 dozen
12½ doz. sausage biscuits	3 dozen
14 doz. doughnuts	5 dozen
2 gallon milk	½ gallon
2 gallon orange juice	could have used more
100 9" paper plates	could have used more
100 5-oz. clear cups	100 (punch cups)
paper cups	200 (soft drinks)
1 lb. coffee	¾ lb. (chaperons)
600 9-oz. cups	300
4 boxes trash bags	2 boxes
300 lb. ice	300 lb.

Items most liked by students: pizza, subs, brownies, Rice Krispie Squares, fruit, doughnuts, orange juice, fruit punch.

Leftovers were taken to a local home for slightly retarded and handicapped citizens, our high school for teacher's appreciation week breakfast, and celebration volunteers' pot-luck evaluation meeting.

Suggested Food Quantities—200 Students. James River H. S., *Botetourt County*

AMOUNT ON HAND	**AMOUNT USED**
12 ¾-lb. bags chips	2 ¾-lb.
3 lb. French onion dip	1 lb.
2 large vegetable trays	½ of one tray
15 Medium, 15 large pizzas	21-22 pizzas
180 hot dogs; 5 lb. chili	80 hot dogs; 3½ lb. chili
1 6' Submarine Sandwich	⅘ sub sandwich
30 3-liter sodas	12 3-liter
25 2-liter sodas	23 2-liter
4 ¾-lb. bags Nacho chips	2 bags
#10 can Nacho cheese	1 can
7 8-lb. bags frozen French fries	2 bags
BREAKFAST	
1 large fruit tray	1 tray
14 doz. sausage & ham biscuits	4 doz.
11 doz. doughnuts & Danish	6 doz.
6-8 doz. cookies & brownies	6-8 doz.
9 gal. juice	2 gal.
4 gal. milk	1 gal.
3 lb. coffee	1½ lb.
5 lb. sliced ham	NOT USED
250 9" paper plates	NOT USED

Suggested Food Quantities—500 Students. Mary Burger, South Lakes H.S., *Fairfax County*

ITEM	**AMOUNT USED**
Soda	200 2-liter bottles
Cups	2500 (7 or 9 ounce)
Ice	300-400 pounds
Pizza	30-35 large (cut into 3-4 bite pieces)
Egg Rolls	100-125 (cut in half)
Wontons	100
Submarine sandwiches	4-6 one foot subs (cut into 1½" slices)
Mini Tacos	120
Hot Dogs/Chili Dogs	100 (cut in half)
Nacho Chips	6-8 one pound bags
Nacho Cheese	2 one gallon cans
Potato Chips	3-4 one pound bags
Fruit Trays	4-6
Vegetable Trays	1-2
Meat and Cheese Tray with rolls	1
Ice Cream Sundaes	8-10 gallons ice cream
Hot Fudge and strawberries	1-2 gallons
Cookies	6-8 dozen
Cake	½ sheet
Orange and apple juice	10 gallons
Milk	2-3 gallons
Fruit Cup	3-6 large bowls
Muffins, rolls, biscuits	1½ - 2 per person

There was LOTS more to serve; leftovers donated to a homeless shelter.

SUGGESTIONS:

- Students seem to eat throughout the night. Set up a buffet table so students can help themselves. Have volunteers (chaperons, parents) circulate with trays of food cut into small pieces and served with toothpicks (even pizza and subs).
- Ice cream sundaes are popular but freezer storage will limit the amount that can be served. Prepare sundaes in small plastic drinking glasses using vanilla ice cream and hot fudge or strawberries and pass on trays. Don't worry about running out. Just serve till its gone and then serve something else.

BEST COPY AVAILABLE

- Some variety of drinks is nice—both soda and other such as very limited quantities of sparkling cider, tropical drinks, and iced tea. The students' favorites are still Coca-Cola or Pepsi and Diet Coke or Diet Pepsi.
- The emphasis should be on things the **students like**, not trying anything unusual or spectacular. Studentsare more interested in the fun they are having than any fancy foods—and many refuse to try something different.
- Try to limit quantities in order to also avoid leftovers. When all of one item is gone, simply suggest something else. Lots of leftovers mean lots of work at 5:00 or 6:00 a.m.
- A large breakfast is nice but the students seem just as happy without it. After snacking all night, they seem to prefer a lighter continental breakfast.

☆☆☆☆☆☆☆☆☆☆

SUGGESTED FOOD COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the FOOD Committee.

As Early As Possible

- ☐ Decide on general kinds of food to be served.
- ☐ Submit list of items needed to Donations Chairperson.
- ☐ Submit suggested line item for budget to Treasurer.
- ☐ Begin putting together a basic committee—with or without sub-chairpersons.
- ☐ Locate needed equipment. Decide whether items will be purchased, rented, borrowed, or made.

About Six Months Before Party

- ☐ Determine specific menu. Coordinate needs with Donations Committee.
- ☐ Coordinate plans with Decorations Committee.

About Three Months Before Party

- ☐ Determine where each item of food will be obtained. Arrange for any necessary cooking that needs to be done.

About Two Months Before Party

- ☐ Line up volunteers to serve food and "bus" tables.

About One Month Before Party

- ☐ Reconfirm all arrangements for food, supplies, and equipment.
- ☐ Make any necessary changes in food budget based on expected donations.
- ☐ Reconfirm Food volunteers for night of party.
- ☐ Find any additional volunteers needed.
- ☐ Arrange to have someone available to receive all food deliveries day of party.

Two Weeks Before Party

- ☐ Purchase any non-perishables not donated.

Week of Party

- ☐ Reconfirm donated items that must be picked up day or evening of party. Be sure to **confirm EXACT *time* and *place* of pick up.**
- ☐ Confirm recipient of excess food and person to deliver it.
- ☐ Purchase any perishables not donated.

Day of Party

- ☐ Set up equipment.
- ☐ Help put up decorations in food areas.
- ☐ Organize kitchen area.
- ☐ Make snacks available for Decorations and Set-up Crew.

At the Party

- ☐ Committee chairperson and sub-committee - chairpersons should arrive early to handle any last minute tasks and be prepared for volunteers and first students as they arrive.
- ☐ Prepare and serve food.
- ☐ Keep eating areas picked up.
- ☐ Have a good time and enjoy the party!

After the Party

- ☐ Pack up any salvageable supply items for following year.
- ☐ Be sure Clean Up Committee is aware of equipment that is to be returned (borrowed and rented items) or stored for following year.
- ☐ Pack up left over food to be disbursed as planned.

Week Following Party

- ☐ Submit detailed written report on Food Committee to Party Chairperson.
- ☐ Check to be sure all bills have been paid for food items.

FUNDING

Purpose: To provide the necessary funding or items to give the celebration.

It is important to determine how the party bills will be paid. Parents in many communities pay for the basic celebration. Donations from the community are the "icing on the cake." Ticket prices (if used) cover basic expenses (music, food, cleaning supplies, rental of equipment, and at least one party favor). Keep in mind that many items will probably be donated from the community but may not be given or even offered until **very** close to the event. As donations are made, frills can be added.

Communities seem pleased to participate and even though much is donated, there will still be a need for cash. Try to purchase reusable decorating and activity items whenever possible to save time and money in future years even though it may cost a little more now. Also, plan to use recycled items such as large pieces of cardboard from appliances, windows, etc.

The first step in determining how to obtain the needed funds is to find out how much you actually need. Begin by putting together a budget. Relax. A budget is a **plan** for spending the money. Some activities and/or committees may not use any of their budgeted money since everything will be donated while others will go over budget. And, that's OK as long as there is enough to pay the bills.

BUDGET

A preliminary, **estimated** budget should be prepared by the treasurer after consultation with the General Party Chairperson and the major party chairpersons and approved by the Steering Committee. Be sure to include *each* activity and committee as a separate budget item. These estimated figures should be revised with the approval of the Steering Committee as often as appropriate—as plans progress and needs change. Donations and student sign-ups are constantly changing variables.

The **first** year's budget should be based on the following assumptions:

- **Nothing** will be donated. Some schools have these parties without any donations at all (using fundraisers or ticket sales), some use only donations, others use a combination.
- At least 1/2 the class will attend. (With publicity from nearby existing parties, attendance will probably be greater than this.)
    - Many students, despite numerous incentives to commit before the party, will buy their ticket at the door. Keep in mind that **it is better to have the students decide to come at the last minute than to have them out on the street.**
    - If possible, try to leave an amount for the start-up of next year's party.
    - Put only essentials on the first draft of the budget. List "wish list" items separately and add them into the budget as money becomes available.

SAMPLE BUDGETS

500 Students eligible.
Assume 350 will attend @ $20.
Assume nothing will be donated.

INCOME		**AMOUNT**
Ticket Sales: 350 x $20		$7000.
TOTAL INCOME		**$7000.**
EXPENSES		
Beauty Makeovers		75.
Candid Photos		
Film	500.	
Sets	75.	
Costumes	50.	
Total Candid Photos		625.
Carnival		
Games	200.	
Prizes	150.	
Caricaturist	200.	
Total Carnival		550.
Games of Chance		
Equipment rental	500.	
Prizes	300.	
Play money	75.	
Total Games of Chance		875.
Music: DJ		250.
Recording Studio		1000.
TOTAL ACTIVITIES		**$3375.**
Prizes		
Door Prizes	500.	
Grand Prizes	1000.	
Party Favors	500.	
TOTAL PRIZES		**2000.**
CLEAN UP		**25.**
DECORATIONS		**750.**
FOOD		**450.**
POSTAGE		**300.**
PRINTING		**100.**
TOTAL EXPENSES		**$7000.**
WISH LIST		
T-Shirts: 350 @ $4		$1400.
Carryover next year		1000.
Additional Prizes		1000.
Additional Activities		1000.
Etc.		

***

100 Students
Assume 75 will attend with free admission
Assume nothing donated

INCOME		**AMOUNT**
Grant	$500.	
Fundraising	500.	
TOTAL INCOME		**$1000.**
EXPENSES		
Candid photo film		75.
Carnival		
Games	50.	
Prizes	50.	
TOTAL CARNIVAL		100.
Games of chance		
Purchase Roulette wheel	10.	
Purchase Roulette layout	10.	
Prizes	100.	
Play money	10.	
TOTAL GAMES OF CHANCE		130.
MUSIC: Cassette tapes		0.
TOTAL ACTIVITY EXPENSES		**$305.**
Prizes		
Door Prizes	100.	
Grand Prizes	150.	
TOTAL PRIZES		**250.**
CLEAN UP		**25.**
DECORATIONS		**120.**
FOOD		**200.**
POSTAGE		**50.**
PRINTING		**50.**
TOTAL EXPENSES		**$1000.**

WISH LIST	
T-Shirts: 75 @ $4	$300.
Carryover next year	250.
Additional Prizes	500.
Additional Activities	500.
Etc.	

ACTUAL BUDGET. Poquoson H.S., *Poquoson City Schools*. 2nd year After-Prom Celebration.
1994 (Actual) PROPOSED BUDGET
354 students eligible
Estimate 75% attendance

Balance on hand, June, '93	$458.12
VA State Police grant	500.00
VA DMV grant	500.00
Contributions thru dues	441.00
Beginning balance, Jan. 1994	$1899.12
Estimated community donations	4100.88
ESTIMATED INCOME	**$6000.00**

EXPENSES	
Activities/door prizes/pictures	$1000.
Casino store	2000.
Casino equipment	300.
Decorations	500.
Food	400.
Publicity	350.
T-shirts (partial sponsorship)	500.
Printing	200.
Clean up (custodians)	100.
Donations (stamps)	100.
Security	25.
Command Central	25.
Chairperson's discretionary fund	100.
Misc. discretionary fund	400.
TOTAL EXPENSES	**$6000.00**

FUNDING THE PARTY

Some way must be found to pay the bills for the basic party. The major ways to obtain the necessary party funds are ticket sales, grants, fundraisers and donations. Each school needs to determine their own method(s).

Depending upon your committee's philosophy, one or the other of the following may be helpful:

(1) Plan the budget and set the ticket price based on the budget and number of students realistically expected to attend. Thus: budget is $4500, ½ of class of 600 students is 300 so $4500 ÷ 300 = $15 per ticket. A ticket price in the $10-20 range per student may be affordable and reasonable to a majority of parents. A major concert or sporting event ticket usually costs $15-$25 so this is reasonable

(2) Decide on the amount of money your students and parents are reasonably able to pay for a ticket and build the budget accordingly. Thus: $5 is maximum price your committee feels it can charge; ½ of class of 600 students is 300 so $5 x 300 = $1500 is the amount to use as your budget figure.

TICKETS

Just as parents would not expect others to foot the bill if they held a party in their own home, parents should expect to pay (tickets) or donate some of the cost of these celebrations. Ticket sales can help pay for the basic cost of the party and will give the committee an attendance estimate. Below are some of the ways Virginia high school celebration committees handle the ticket issue. Regardless of the decision, an attendance estimate must be made.

- Party is free but students must make a reservation.
- Party is free if student signs up before the party, but must pay $3 to $10 at door if no reservation was made.
- Tickets cost small amount ($3-$5) but money is refunded if student stays until a set time (usually 4 or 5 a.m.)

- Tickets cost a lower amount before party—usually $10—and a higher amount at door—$20—*but*, if student stays until a set time, is refunded the higher amount ($20). NOTE: Students who paid *before* the party get their money back *plus* $10.
- Ticket price is set between $1 and $5; students may not bother to come if it is free.
- Ticket sales pay for the basic party—$10 to $25 each.

NOTE: Most After-prom celebrations charge $5 or less, if anything. Most Graduation celebrations persuade the parents to give the celebration as a gift to their children and so charge $15-$25.

Scholarships—if tickets are used

An effort should be made to obtain, **and keep confidential**, the list of students in need of financial assistance to attend the party. These students and/or their parents should receive all mailings the same as other students. Each school will need to determine its own method of handling this situation. Remember, this will cut down on the amount of money that will come in for tickets so be sure to take this into account when planning the budget.

GRANTS

DMV Grants

The Virginia Department of Motor Vehicles *may* be able to fund mini-grants if applications are submitted. Contact your District DMV Traffic Safety Administration Office for guidance, information, and applications:

NOTE: VIRGINIA DMV GRANTS ARE *ONLY* AVAILABLE TO *VIRGINIA* HIGH SCHOOLS.

DISTRICT 1
Danny Dean 703/228-8698
DMV District 1
800 East Main Street
Wytheville, VA 23483

DISTRICT 2
Steve Goodwin 703/857-7473
DMV District 2
Crossroads Mall
5010 Airport Road, N.W.
Roanoke, VA 24012-1627

DISTRICT 3
Bob Weakley 703/590-2396
DMV District 3
14008 Smoketown Road
Woodbridge, VA 22192

DISTRICT 4
Bob Morris 804/662-9624
DMV District 4
9137 Quioccasin Road
Richmond, VA 23229

DISTRICT 5
Margaret Haley 804/363-3929
DMV /District 5
3551 Buckner Boulevard
Virginia Beach, VA 23456

MAIN DMV OFFICE
Department of Motor Vehicles
Traffic Safety Administration
P.O. Box 27412
Richmond, VA 23269-0001
In lower left corner of envelope write: OP/G Grant

VIRGINIA ALCOHOL SAFETY ACTION PROGRAM (VASAP) RESOURCES Contact the VASAP office nearest you for information on their resources:

NOTE: VASAP RESOURCES ARE *ONLY* AVAILABLE TO *VIRGINIA* HIGH SCHOOLS.

1. Southwest Virginia 703/889-3166 Counties: Lee, Wise, Scott, Buchanan, Dickenson, Tazewell, Russell; city of Norton.

2. Mount Rogers 703-783-7771 Counties: Bland, Carroll, Grayson, Smyth, Washington, Wythe; cities: Bristol, Galax.

3. New River Valley 703/382-4911 Counties: Floyd, Giles, Montgomery, Pulaski; city of Radford.

4. Roanoke Valley 703/389-3526 Counties: Alleghany, Botetourt, Craig, Roanoke; cities: Covington, Clifton Forge, Roanoke, Salem.

5. Rockbridge 703/261-6281 Rockbridge County; cities: Lexington, Buena Vista.

6. Valley 703/886-5616 Augusta County; cities: Staunton, Waynesboro.

7. Old Dominion 703/665-5633 Counties: Clarke, Shenandoah, Page, Warren, Frederick; city of Winchester.

8. Rockingham/Harrisonburg 703/434-0154 Rockingham County; city of Harrisonburg.

9. District Nine 703/825-4550 Counties: Rappahannock, Fauquier, Madison, Orange, Culpeper.

10. James River 804/977-3553 Counties: Albemarle, Fluvanna, Greene, Louisa, Nelson; city of Charlottesville.

11. Central Virginia 804/528-4073 Counties: Amherst, Appomattox, Bedford, Campbell; cities: Bedford, Lynchburg.

12. Dan River 804/791-3939 Counties: Pittsylvania, Franklin, Henry, Patrick; cities: Danville, Martinsville.

13. Southside Virginia 804/572-4939 Counties: Brunswick, Halifax, Mecklenburg; city of South Boston.

14. Piedmont 804/392-8161 Counties: Charlotte, Lunenburg, Amelia, Nottoway, Buckingham, Cumberland, Prince Edward.

15. Capital Area 804/282-2727 Counties: Gouchland, Hanover; city of Richmond.

16. Rappahannock Area 703/371-9014 Counties: Caroline, King George, Spotsylvania, Stafford; city of Fredericksburg.

17. Bull Run 703/369-7979 Counties: Prince William, Loudoun; cities: Manassas, Manassas Park

18. Fairfax 703/246-4300 Fairfax County and City.

19. Arlington 703/558-2041 Arlington County, city of Falls Church.

20. Tri-River 804/758-5610 Counties: Middlesex, Gloucester, Essex, King and Queen, King William, Lancaster, Westmoreland, Mathews, Northumberland, Richmond, New Kent.

21. Peninsula 804/595-3301 Counties: York, James City; cities: Hampton, Newport News, Williamsburg, Poquoson.

22. John Tyler 804/748-3365 Counties: Chesterfield, Dinwiddie, Greensville, Henrico, Prince George, Surry, Sussex, Powhatan; cities: Colonial Heights, Emporia, Hopewell, Petersburg.

23. Southeastern Virginia 804/393-8819 Counties: Isle of Wight, Southampton; cities: Chesapeake, Franklin, Portsmouth, Suffolk.

24. Tidewater Virginia 804/393-8819 Cities: Norfolk, Virginia Beach.

25. Eastern Shore 804/787-7220 Counties: Accomack, Northampton.

26. Alexandria 703/838-4266 City of Alexandria.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT. Federal dollars *may* be available in *your* school district. Check with *your* city or county school board office. These dollars carry a LOT of restrictions and may only be used for certain items or programs. The Drug Act Contact person for *your* school division should have the necessary information. Don't be surprised to find all of the money allocated to your county or city is already earmarked.

In general, these Federal dollars can NOT pay for:

- Entertainment
- T-shirts, *unless* they carry a drug-free message on them.
- Prizes
- Activities

Federal dollars CAN pay for:

- Education (including Operation Prom/Graduation workshops).

FUNDRAISERS

Due to the current economic situation and the number of schools holding these celebrations (and requesting donations from many of the same sources), you may wish to plan a fundraiser.

If your committee is sponsored by another group, such as the PTA, be sure to check with them BEFORE planning ANY fundraisers. Remember that **licenses or permits are needed for some fundraisers**.

Everyone knows lots of ways to raise money and you're probably groaning at the thought of another fundraiser. Some suggestions:

- Sell an item.
- Some grocery and/or drug stores offer certificate-receipt programs for non-profit groups. Check with local stores.
- Hold a craft show, art auction, house tour, mock jail (pay to get out), dance, yard sale, teacher/student basketball/volleyball/baseball game, or car wash.

FUNRAISERS YOU MIGHT LIKE TO TRY

MEADOW MUFFIN CONTEST, Osbourn Park H.S., *Prince William County*; Centreville H.S., *Fairfax County;* Broad Run H.S. and Loudoun Valley H.S., *Loudoun County*. Profits reported by these schools after expenses of prizes, printing and county raffle license ranged between $8,000 and $11,000. Deed(s) and rules follow. Please be aware that not every school has had such great success. One suburban school barely made $500 after paying expenses. Rural schools report their communities are not nearly as excited about this contest as the city folk.

NOTE: This fundraiser is considered gambling and requires a RAFFLE license from your county government. Students may NOT participate in selling or buying deeds—adults MUST do the buying and selling.

Editor's note: Since details of this fundraiser were printed in the last edition of the Planning Guide, a copy of the 1987-88 Report of the Virginia Attorney General regarding this contest has been received. Following is a brief summary of that ruling. If you wish the full report, contact your local (Virginia) state Senator or Delegate.

SUMMARY: Virginia Attorney General's 1987-1988 ruling on Meadow Muffin fundraiser The original question asked by State Senator Virgil H. Goode, Jr., *Franklin County*, concerned basically the rules as presented in the information below from Osbourn Park H.S. and referred to a "heifer" depositing a "cow pie" on a football field containing 5000 numbered squares. If nothing else, this makes for interesting reading.

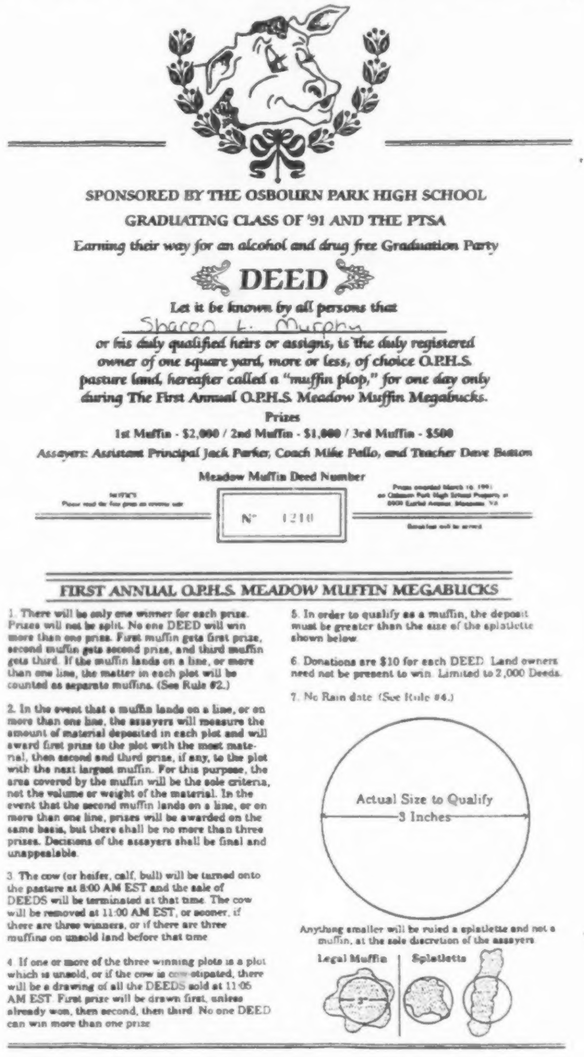
- "The use of a heifer, either to determine the winning ticket or the prize, clearly involves the elements of prize, chance and consideration and is not a "bingo" or an "instant bingo" game.
- If the heifer "chooses the winning numbered square," it "is not a 'raffle,' as ... defined" "This activity may not be conducted by an organization eligible to hold bingo games and raffles."
- If, however, "the heifer 'chooses' the ***un***numbered square which will later mark the winning square after the winning ticket is drawn, in sequence, for placement on the winning square..." "This activity does constitute a 'raffle' and may be conducted by an organization eligible to hold bingo games and raffles."

The opinion goes on to address the following points:

- "You state no basis for the apparent administrative determination to choose a heifer rather than a bull, to be the donor of the 'prize marker'...express no opinion on whether a rational basis exists for this gender-based classification among bovines. A rational (indeed compelling) basis may exist, however, when the duty to be performed by the heifer is considered. (...requesting...hearings concerning whether women require more public restrooms than men).
- "The term 'cow pie' does not appear in Black's Law Dictionary...For purposes of this Opinion, I assume you are referring to a 'cow chip' or a 'road apple.'
- "For purposes of this Opinion, I assume the decision of the judges concerning the exact location of the 'prize marker' will be final. As you know, the composition and consistency of the marker are determined by a number of factors including, without limitation, the diet of the heifer, the time of day, the velocity of the wind, and the size of the audience in attendance.
- "The heifer in question should not be schooled in the finer points of gridiron mayhem, a factor that may well introduce an element of skill in what appears, at first blush, to be a game of chance. such training could manifest itself through a proclivity on the animal's part for proceeding headlong to the nearest end zone before attending to other matters, regardless of urgency.
- "...I assume that, in the interest of safety and the fairness of providing a 'level playing field,' the heifer in her quest for a winning square, would not be required to hurdle over strings or surveyors' stakes delineating the marked spaces...It seems that marking the squares with lime would be more appropriate and more sanitary.

NOTE: Some school systems PROHIBIT animals of ANY kind on playing and practice fields. Check with principal AND school board office BEFORE planning this event on school property. Most counties have facilities where such an event could be held. Some farmers rent their fields as well as their cattle and some donate their animal and space.

DETAILS from Osbourn Park H.S., *Prince William County*



SPONSORED BY THE OSBOURN PARK HIGH SCHOOL
GRADUATING CLASS OF '91 AND THE PTSA
Earning their way for an alcohol and drug free Graduation Party

DEED

Let it be known by all persons that
Sharon L. Murphy
or his duly qualified heirs or assigns, is the duly registered owner of one square yard, more or less, of choice O.P.H.S. pasture land, hereafter called a "muffin plop," for one day only during The First Annual O.P.H.S. Meadow Muffin Megabucks.

Prizes
1st Muffin - $2,000 / 2nd Muffin - $1,000 / 3rd Muffin - $500
Assayers: Assistant Principal Jack Parker, Coach Mike Pallo, and Teacher Dave Batton

Meadow Muffin Deed Number
N° 1210

FIRST ANNUAL O.P.H.S. MEADOW MUFFIN MEGABUCKS

1. There will be only one winner for each prize. Prizes will not be split. No one DEED will win more than one prize. First muffin gets first prize, second muffin gets second prize, and third muffin gets third. If the muffin lands on a line, or more than one line, the matter in each plot will be counted as separate muffins. (See Rule #2.)

2. In the event that a muffin lands on a line, or on more than one line, the assayers will measure the amount of material deposited in each plot and will award first prize to the plot with the most material, then second and third prize, if any, to the plot with the next largest muffin. For this purpose, the area covered by the muffin will be the sole criteria, not the volume or weight of the material. In the event that the second muffin lands on a line, or on more than one line, prizes will be awarded on the same basis, but there shall be no more than three prizes. Decisions of the assayers shall be final and unappealable.

3. The cow (or heifer, calf, bull) will be turned onto the pasture at 8:00 AM EST and the sale of DEEDS will be terminated at that time. The cow will be removed at 11:00 AM EST, or sooner, if there are three winners, or if there are three muffins on unsold land before that time.

4. If one or more of the three winning plots is a plot which is unsold, or if the cow is constipated, there will be a drawing of all the DEEDS sold at 11:05 AM EST. First prize will be drawn first, unless already won, then second, then third. No one DEED can win more than one prize.

5. In order to qualify as a muffin, the deposit must be greater than the size of the splatlette shown below.

6. Donations are $10 for each DEED. Land owners need not be present to win. Limited to 2,000 Deeds.

7. No Rain date. (See Rule #4.)

Actual Size to Qualify
3 Inches

Anything smaller will be ruled a splatlette and not a muffin, at the sole discretion of the assayers.

Legal Muffin | Splatletts

- List all rules listed on deed: size of "muffin", contingency plan for rain, muffins on unsold land or on lines, "cowstipation" and "splatletts."

BEST COPY AVAILABLE

- Print 2000 deeds good for 1 square yard of field for three hours on a particular Saturday.
- Measure and line field using soccer/football equipment: numbers down side, letters across bottom, each plot marked off as a square.
- Erect temporary fence around field to keep cow in and away from crowd so cow can move around at will.
- Make arrangements for cow transportation to and from school.
- Select three persons as judges and provide with tape measures to measure "muffin" size.

NOTE: **A computer program** has been written **to select winning tickets/plots** so they meet the requirements to be a raffle. System requirements: IBM compatible, Dos 5.0 or higher, 286 processor or greater. Contact Bob Voldish (Broad Run H.S., *Loudoun County*), 703/264-6561. $2 fee covers shipping, printed instruction sheets, and discs (3.5 *or* 5.25), he will send you a copy. Due to the possibility of computer viruses, he will NOT accept a disc from you.

PRIZES

• Owner of plot where 1st "muffin" dropped	$2000.
• Owner of plot where 2nd "muffin" dropped	$1000.
• Owner of plot where 3rd "muffin" dropped	$ 500.
• Child of parents who sold winning plot	$ 100.
• Child of parents who sold most plots$	100.
TOTAL PRIZES	$3700.

TIME NEEDED

Contest: allow 3 hours. Their cow "performed" in 26 minutes but some have taken the entire 3 hours and NOT "performed."

Sales: allow minimum of 4 weeks, preferably 8 to 10 weeks.

NEWSPAPER COVERAGE: *Potomac News*, Lifestyles Section, 3/21/91: CASHING IN THE CHIPS by Alexandra B. Stoddard of Potomac News

It was what Mom used to call "good clean fun," except it was a little smelly.

On a crisp and sunny Saturday morning parents, students, faculty, administrators, friends and a cow gathered at Osbourn Park High School for the first annual "Meadow Muffin Contest" to raise funds for the seniors' drug and alcohol free graduation party on June 14.

While the contest had nothing to do with making muffins, it did involve staring at a cow while she ate and went to the bathroom..

The lot was divided into 1300 plots at $10 a pop. The owners of the plots covered in the first three plops won $2,000, $1,000 and $500 respectively. You get the picture. The cow, driven from Warrenton, was donated by the 4-H Club of Fauquier County for three hours of grazing and "doing his thing."

As the crowd increased with deeds, donuts and coffee in hand, there was some speculation about whether or not the cow would actually go to the bathroom by 11 a.m.

The official backup plan if the cow did nothing was to have a drawing of deed numbers in the gym. . . .At first drop it was announced that plot number O-34 was the first place winner. This drew moans from the crowd and one woman screamed, "You pooped in the wrong place!"

In fact, the cow ended up going in all of the wrong places if you ask the people who were there because none of the winners were present. This bovine sure was a beauty however for three winners in Clinton, MD., Vidor, TX, and Woodbridge, VA.

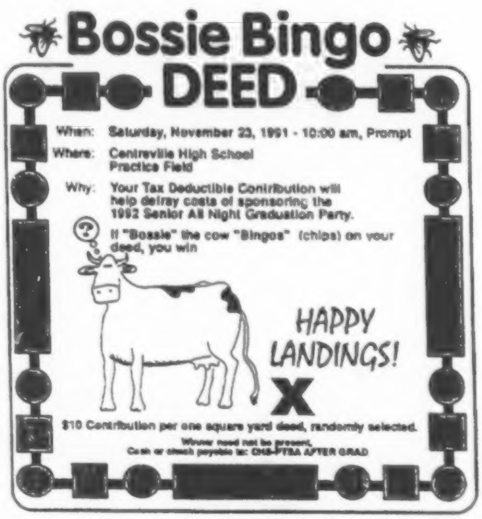
Witnesses may have wondered whether the event was fixed. Not only did the cow relieve herself over three plots with absentee owners but she did so in only 26 minutes.

Someone must have told her that she was only expected to make three muffins because after the third she ran through the fence, causing a stir before being caught and put back in the truck.

While the winners slept in, unaware of their good fortune, others found themselves standing out in a field with the contest over at 9:00 a.m. Arlene Cundiff, a representative from the Virginia Dept. of Education, said, "When you've got a good idea I think you should share it. We have laughed and we have had more fun than anything in the world."

Tell *that* to the cow.

Variation: BOSSIE BINGO—Centreville H.S., *Fairfax County*.



Bossie Bingo

DEED

When: Saturday, November 23, 1991 - 10:00 am, Prompt

Where: Centreville High School
Practice Field

Why: Your Tax Deductible Contribution will help defray costs of sponsoring the 1992 Senior All Night Graduation Party.

If "Bossie" the cow "Bingos" (chips) on your deed, you win

HAPPY LANDINGS!

X

$10 Contribution per one square yard deed, randomly selected.

Winner need not be present.
Cash or check payable to: CHS-PTSA AFTER GRAD

BAKED GOODS AT PIZZA HUT, Kempsville H.S., *Virginia Beach City*.

Because Pizza Hut didn't serve any desserts, they allowed Kempsville H.S. parents to sell "goodies" on Tuesday nights for their "Children's Special." Parents and kids watched for the Kempsville group every week. Kempsville stated, "We always told them why we were there selling and they always bought more."

PROM DRESS SALE, Kempsville H.S. and Cox H.S., *Virginia Beach City*. '91 net profit approx. $2000 (split $1200/$800); expenses: hand made posters

INCOME

- $5 per dress placed in sale—paid in advance by those wishing to sell dresses.
- Vendors: $100 per table (hairdressers, dress rental shop, florists, tux rentals, limo companies, make-up, diet services, tanning salon, computer dating service, balloon decor, etc.).
- $1 Admission fee paid at door by those wishing to purchase—or look.
- Seamstress available for alterations donated 10% of all fees to sponsoring schools.

LOGISTICS

- Sale held 11 a.m.-5 p.m. on a Saturday in one of the schools using gym and locker room.
- Dresses for sale brought in Friday, 4-7 p.m., or Saturday, 8-10 a.m. Seller marked size and price. Seller provided self-addressed envelope with beginning price and reduced fee price (if any) marked on envelope.
- Prices of unsold merchandise reduced (if previously agreed) at 3 p.m.
- Seller set own price and kept all money from sale ($5 entry fee already paid).
- Treasurer provided to handle admission fees and money from sales of absent dress sellers.
- Many adults present to help.
- Flea market set up in corner for shoes and purses.
- Several Moms checked dresses for damage and size/price tag both before and after customers tried them on.
- Unsold items were required to be picked up by a certain time or they were donated to charity.

FREE SERVICES

- Drug/alcohol prevention related activities allowed free vendor tables for displays.
- Fashions shows held at 1 and 3 p.m.
- Menus from many area restaurants provided.

ADVICE

- Mark sizes on dresses and shoes WELL.
- Don't let anyone hold any dresses more than 15 minutes without a deposit.
- Limit number of dresses each potential buyer may take into dressing room.
- Check dresses as they go in AND out of dressing room for damage and price/size tags.
- Arrange LOTS of publicity in local and school newspapers, daily school announcements, posters at school, churches, and businesses.
- Allow adults (moms, teachers, other community members to bring in evening/cocktail type dresses for sale.

DRESS SELLER'S AGREEMENT

The **Committee** for the Formal Fashion Fling is NOT responsible for:

1. The sale or non-sale of any item.
2. The return condition of any unsold item.
3. Any returned checks.

However, we agree to:

1. Make every effort to assure the safekeeping of your items.
2. Obtain two (2) major pieces of identification for any checks received in payment.

The **seller** is responsible to:

1. Pick up unsold item(s) no earlier than 5:00 p.m. and no later than 6:00 p.m. on the day of the sale at Kempsville gym.
2. Any item(s) not picked up by 6:00 p.m. will become the property of the Formal Fashion Fling Committee.
3. Uncollected monies will be mailed to the seller, with a $1.00 handling fee deducted from the price.

Before any item(s) will be accepted you must sign this sheet to indicate that you have read and agreed to the conditions of this sale.

MONEY SPLIT BETWEEN SCHOOLS

- $100 vendor fees kept by school obtaining vendor.
- $5 dress entry fees paid on Friday kept by school obtaining entry.
- $5 dress entry fees paid on Saturday split evenly between schools.
- $1 admission fees split evenly between schools.

ART AUCTION, North Stafford H.S., *Stafford County*. Reported net profit: $2168 from auction + $4500 in ticket sales (@$5). Expenses: auction catalog, tickets.

An auction catalog was printed giving information about the auction: rules, the pieces to be auctioned, etc. It also included information about the school, PTSO, and the party goals. All patrons were listed. The professional auction company used: The Heisman Fine Arts Gallery, Inc., Two East Lancaster Ave., Ardmore, PA 19003. Auction Division: (215) 896-8188; 800-367-1075; M. Heisman, Director

Excerpt from newspaper article: **"NSHS Art Auction Raises $2,168**

North Stafford High School sold $11,020 in artwork at its art auction to raise money for the school's After Prom Party.

A profit of $2,168 went to the party funds along with about $4,500 from ticket sales and donations...

The rainy weather did not seem to deter people from buying...only 59 people attended the auction.

Several collectors pieces, priced at $480 and up were sold. Eighty-four of the 130 art pieces displayed were sold. The NSHS chamber orchestra performed at the event. ..."

CHRISTMAS TREE SALE. Spotsylvania H.S., *Spotsylvania County*.
Reported net profit: $2000+. Expenses: purchase of wholesale trees.

INFO FROM POSTER:

- Limited number of trees. BUY EARLY!
- All trees $20.00 ($35 market value)
- A-1 Premium Scotch Pines, 5½ to 8 feet
- Pre-Sale ticket holders get 1st choice
- Dec. 2-4: ticket holders only; Dec. 5-10: general public
- Satisfaction Money Back Guarantee
- Proceeds to PTSA Alcohol/Drug-Free Activities
- Flocked trees available

INFO FOR TREE LOT WORKERS:

- Be prompt for your shift.
- Wear warm clothes, hat and gloves. Bring leather gloves if you have them. NOTE: Scotch pine is heavy and the needles are sharp.
- Notify 24 hours in advance if you are unable to work, so we can get a replacement.
- Students—You need to have your own transportation to and from the lot and your permission slip signed. Bring it with you.

GROCERY STORE COUPONS as well as other store coupons. Fairfax H.S., Langley H.S., South Lakes H.S., Woodson H.S., *Fairfax County*, Broad Run H.S., *Loudoun County*. Reported profits: $4,000 - $10,000. Many school groups (All-Night Party, Athletic Boosters, Band Boosters, PTA, etc.) pool their efforts and share in the profits.

Many grocery stores and retail chains are willing to sell discounted coupons for use in any of their stores. The do it because they are guaranteed the coupons will be spent in their stores as they are not good anywhere else. It works like this:

- School collects money from parents and other community members to purchase a large block of coupons. NOTE: This is *usually* done a *very* short-term basis. Collect all checks over weekend, pay for coupons on Monday, pick-up coupons on Wednesday, distribute coupons to purchasers on Thursday. Once school has some profit, they can begin to purchase some coupons "up-front" without having to wait to obtain purchasers money.
- Store sells coupons to non-profit organization at a discount. I.e., Committee collects $5000 from purchasers, pays $4750 for coupons and receives $5000 worth of coupons. Profit is kept by committee.
- This is usually an ongoing project throughout the school year.

A WORD OF CAUTION: Remember that ALL money that goes through your account, as well as *items* and *services* that are donated, MUST be added together (*before* expenses!) to determine if an I.R.S. informational tax form must be filed. No tax must be paid, but the information MUST be provided. IF YOU ARE SPONSORED BY YOUR PTA, BE SURE TO CHECK WITH THEM BEFORE PLANNING *ANY* FUNDRAISER. If it *appears*, **in the eyes of the I.R.S.**, that the majority of the charitable organization's time is being spent on fundraising, the organization could lose its charitable status.

DONATIONS

Many parents, community businesses and organizations are happy to be part of these celebrations and will gladly give a donation.

THE LAW *requires* that donations be acknowledged. The ***Virginia Solicitation Code*** *requires* all donations of $5.00 or more to be acknowledged. The ***I.R.S.*** requires all donations of $250.00 or more to be acknowledged with a receipt or letter stating the **name and address of the donor** and the **amount of the donation**. This includes ALL cash, services, *or* items that are donated.

Solicitations can be handled in many ways.

- Have parents do the soliciting.
- Use students to solicit.
- Given one person or committee the responsibility of soliciting for all party needs.
- Ask each committee to solicit for their own needs.
- Designate one person per committee to serve on the Donations Committee in order to better coordinate the soliciting.
- Overlapping or **duplicate soliciting must be avoided** through coordination with the Donations chairperson. **MOST BUSINESSES AND ORGANIZATIONS ARE OFFENDED TO BE APPROACHED BY MORE THAN ONE PERSON OR GROUP FOR THE SAME EVENT.**

Letters may be sent to businesses, civic organizations, school clubs, school booster groups, the religious community, chambers of commerce, professionals (doctors, lawyers, dentists, architects, realtors, etc.) and other community groups, asking for their support. It is important to ALWAYS re-state the purpose of the party even though there may have been much publicity in the area or this is not a first year party.

Be tactful, thoughtful and polite when approaching businesses. Remember, **businesses do not OWE the party, the schools, the students, or the parents *anything*.** Be very careful to ask politely and not demand or threaten in *any* way. Some businesses will give freely with no questions asked. Other businesses need to be approached on a "what's in it for them" basis (publicity; party planners may help the business obtain a contact—not contract—with the school or school system; the party may buy one for every one or two the business donates, etc.). Don't overlook the *loan* or discount of items as useful donations.

It is important that private schools, magnet schools and those who share boundaries, be selective in who they solicit. Be careful to ask **only** those businesses who are patronized by students or parents from **your** school. Many community businesses, particularly smaller ones, want to give only to the local community school and do not wish—or may not be able—to support any other school.

REMEMBER, this is NOT a competition with other schools to see who can collect the most.

If several parties are to be held at schools in the same *general* area, it may be advantageous to form an area, county, or regional committee. In this way, the larger businesses may be better able to help each school in a more uniform manner and will also not be overwhelmed with solicitations from a large number of schools. See chapter, Regional Groups.

Most businesses will probably be willing to provide some sort of help—financial, specific prize, food, paper products, decorations, equipment, etc. A letter explaining the concept of the party and its objective followed by a personal visit or phone call will probably net more than can be used in one evening. Some businesses or organizations will ask for suggestions, others will offer to pay for specific items (breakfast, DJ, grand prize, specific activity, etc.), some will offer discounts or the loan of equipment, etc., others will make a cash donation with no stipulations. All of these are wonderful contributions that reduce the cost of the party.

When soliciting donations, look for teen-oriented items or items that can be used at the party. It is a rare business that has nothing to offer. For instance:

- Cleaners: dry-cleaning certificates or furnish hangers for the coatroom
- Hardware stores: masking or double-sided tape for the decorating committee's use or door prizes such as small tool kits or car care kits.
- Florists: donate centerpiece—use as decoration then give as door prize; *loan* items for decorating —vases, trellis, potted plants—return them in the same condition you received them or offer to pay for them.
- Cash, of course, is always an option.
- Don't overlook printing or duplication of materials.
- Salvageable and/or unused items can always be stored for use the following year.

PROM/GRAD: Schools holding BOTH of these parties need to be particularly careful **not** to solicit the same businesses. Keep in mind that there is a finite amount to be donated by each business and that amount must be split among all groups that solicit them. Ask for no more than can *reasonably* be used (Don't be greedy!); then, use what is given. Keep in mind also that many businesses do not distinguish between different events at a school. They hear the name of the school and assume that they have already given—even though the group that may have contacted them was the yearbook staff, the athletic boosters, the band, etc. Prom and graduation to many of them is one and the same thing so if both parties are being held, it becomes even more complicated. *Try to work together.*

If after the first year, the food committee finds it had twice as much of a particular kind of food as was needed, don't be afraid to take a smaller amount the following year. **Businesses appreciate thriftiness** with their donations.

REGIONAL GROUPS: If a regional group has been formed which includes **your** school, it is **imperative** that their solicitation guidelines be followed. **Do NOT solicit any business that is on the regional solicitation list.** Failure to do so jeopardizes the entire process as businesses cannot understand why an individual school has contacted them after being told that only one regional letter would be sent. In many cases, they wish to withdraw their support from the program; now no one gets a donation.

A PARTIAL LIST OF *POSSIBLE* DONORS

- *Parents*--those unable to work in some capacity may wish to donate specific items; others will offer money. Be sure to offer a place on the parents letter or sign up form for them to make a donation.
- *School booster groups and clubs*—both student and parent groups
- *Civic organizations* (Optimists, Rotary, Lions, Kiwanis, etc.)
- *Religious community* (churches, synagogues, organizations within each)—may give money, food, workers, activity equipment
- *Chamber of Commerce members*
- *Local businesses who are not Chamber members* (many small businesses are not members)
- *Theaters*--tickets, posters, popcorn, facility

- *Airlines in area*--especially if using airport theme—flight bags, cards, paper products, pre-packaged snack items, door prizes
- *Substance abuse support groups* (MADD, SADD, PANDAA, CADRE, ASAP, etc.)—door prizes, publicity
- *Drug-Free Schools Act*—money towards specific projects (may require some ingenuity in how to spend it or in placing a drug-free slogan on the item); money for parents to attend training workshops
- *Hotels, motels*—ice sculptures, party food, door prizes (dinner, lunch)
- *Local caterers*—party food, food planning help, loan of serving pieces
- *Professionals* (doctors, dentists, orthodontists, architects, lawyers)
- *Printing and copying businesses*
- *Real estate companies and individual agents*--company may be willing to match amount collected by individual agents
- *Grocery stores*—discount or party food, plastic bags for storage, door prizes (gourmet or fruit basket)
- *Gas stations*--door prize ($'s worth of gas), state inspection
- *Restaurants*--food to be served at party or gift certificates as door prizes
- *Pizza parlors*—party food or door prize (pizza coupons)
- *Flower shops*—centerpieces to be used both as decorations and door prizes, loan of decorating items and equipment
- *Local newspapers*--publicity both before and after the party; ask for a thank-you ad following the party where every donation can be acknowledged.
- *Area newspapers, TV stations, radio stations*--publicity before and after party.
- *Hospitals, emergency facilities*--sponsorship of activities, door prizes (first-aid kits, etc.)
- *Hospital volunteer groups*--door prizes from gift shops
- *Congressional representatives*--endorsement, letter of support, publicity, door prizes (flag that flew over U.S. Capitol)
- *Local government representatives*--letter of support, publicity
- *Health clubs*--X number of free visits as door prize, towels for use in pool area
- *Fast food restaurants*--ice, cups, napkins, plastic silverware, plates, food coupons for game prizes. NOTE: If corporate offices are contacted, do NOT contact the individual stores.
- *School photographer*--individual student pictures for entry tickets, I.D., or other activity
- *Business promotional giveaways*--great for game prizes or end of evening party favors
- *Car dealer*
- *College fraternities and sororities*—many are looking for community service activities
- *College church youth groups*

For schools in small rural areas who still feel they have no community resources even after reading the above list, it may be necessary to be a little more creative. All communities use services **regardless** of their size. The following are suggestions of places ***to start***:

- *Soft drink bottler* who fills local soda machines at corner gas station or in school
- *Restaurants and fast food chains* in nearby towns that are patronized by local community
- *Churches/synagogues* attended by local community
- *Funeral home* patronized by local community
- *Hospital* patronized by local community
- *Theme parks in state* (i.e., King's Dominion, Busch Gardens, Water Country U.S.A.)
- *Large manufacturers in state*
- *Insurance companies* serving area—many are national supporters of these parties. Contact local agent for help in reaching district or regional office.
- *Airlines*—particularly those serving the nearest airport.
- *Stores* where students buy clothes, records, etc.
- *Civic, social, and fraternal organizations*
- *Grocery stores*
- Convenience stores
- *Virginia Division of Motor Vehicles*—mini grants
- *VASAP* (Virginia Alcohol Safety Action Program) (see General Information)
- *CADRE* (Commonwealth Alliance for Drug Rehabilitation and Education)—check with school superintendent's office for local CADRE Committee.
- *Drug Free Schools*—check with local school superintendent's office for person to contact.

Be creative! The support is there; it may just take a little more effort to find it.

WRITING THE ACTUAL LETTER

Keep the letter brief but be sure to include:

- The purpose of the party
- The purpose of the letter (be as specific as possible about the needs)
- Give a general overview of the party—not a detailed report
- Neatness, grammar, and legibility all count!
- Be sure to include the name and phone number of someone they can call with questions; they may prefer to call rather than write a reply.

For a better response:

- Personalize letters (rather than a copy to "Dear Businessman" or "Dear Friends")
- Enclose a self-addressed envelope (with or without a stamp)

When asking parents for a donation or to purchase a ticket, many schools report that parents give more when asked to "make a donation" with *no* amount suggested rather than to be asked to purchase a ticket for a set amount.

SOME ADVICE FROM A PRO:
MALCOLM S. FORBES ON HOW TO WRITE A BUSINESS LETTER (Forbes, Malcolm S., "How to Write a Business Letter," International Paper Company ad, *Popular Science* Magazine, Nov. 1986, pp. 106-107.)

- Know what you want
- Plunge right in
  - Call him by name (not Dear Sir or Madam) and **spell it right**
  - Tell what your letter is about in the first paragraph
- Write so he'll enjoy it
  - Write the entire letter from his point of view (what's in it for him?)
  - Be positive (he'll be more receptive)
  - Be nice (nice guys often finish first)
  - Be natural—write the way you talk (imagine sitting across from him, talking)
  - Don't be cute or flippant (the reader won't take you seriously; but you needn't be dull)
  - Have a sense of humor (it's refreshing)
  - Be specific (never state just generalities)
  - Lean heavier on nouns and verbs, lighter on adjectives; use active voice instead of passive
- Give it the best you've got
  - Make your letter look appetizing (typed, neat, paragraphing, 8 1/2 x 11" paper)
  - Keep your letter short (one page, if possible)
  - Emphasize major points with underlines or indentations of whole paragraphs
  - Make it perfect (no typos, misspellings, factual errors)
  - Be crystal clear about what you want
  - Use good English
  - Don't put on airs (pretense invariably impresses only the pretender)
  - Don't exaggerate (even once, the reader will suspect everything else you write)
  - Distinguish opinions from facts
  - Be honest (it'll get you further in the long run)
  - Edit ruthlessly (the more words you use, the less each one is worth)
- Sum it up and get out (the last paragraph should tell the reader exactly what you want him to do—or what you're going to do)
- Close with something simple (like Sincerely)
- Sign legibly

DON'T FORGET TO SAY "THANK YOU!"

THANK YOU NOTES AND ACKNOWLEDGEMENT OF DONATIONS

It is important each donor feel the items donated were useful, valuable, and appreciated. Be sure the Funding Committee or donations sub-committee follows through with thank you notes/letters and/or acknowledgement cards. **Major** donors should receive a *personal* note, certificate, or special recognition. Thank you samples are included at the end of this chapter. Businesses and organizations DO keep track of who thanks them and they DO appreciate hand-written notes. **A pre-printed card with an address label on the envelope just doesn't cut it.** Think how *you* would feel if you got that kind of thank you note for a wedding gift you sent.

Parents who work at the event should not expect a written thank you note. They are volunteers the same as the Steering Committee and a general thank you in a newsletter or Letter to the Editor is sufficient.

THANK YOU ADS

One of the many reasons that businesses donate to the party is for the publicity they will receive. If possible, arrange for an ad to run in the local newspaper(s) shortly after the party that will list *every* company and organization that donated. If it is impossible to obtain a free ad and the budget will not stretch to purchase one, the chairperson should include the name of every donor in a Letter to the Editor of the local paper; they will usually publish it in its entirety.

Ads can be purchased in your high school's football or basketball programs. You usually are asked to pay one fee (depending on size of ad) and the ad runs in *every* program. A great way to get your donor's names in print a lot of times!

LETTER TO THE EDITOR

A letter to the editor of the local newspaper by the party chairperson is an excellent way to thank the community for its support as well as obtain a little free publicity for the project which may help next year's committee.

SAMPLE. J.J. Kelly H.S., *Wise County*. Letter appeared in "The Coalfield Progress" and also listed 66 businesses and individuals who helped.

"On behalf of the juniors and seniors at J.J. Kelly High School, the All-Night Party Committee would like to thank the following businesses and individuals for their part in making the All-Night Party, *"Beach Blast '94,"* a tremendous success.

There were a total of 153 students who attended this alcohol/drug free "Celebration of Life" on April 30. Due to the outstanding support of the community, over $1,000 in cash and numerous other prizes were given out.

The night's activities in the school gym consisted of 36 beach balls in constant motion, limbo contest, Karaoke, basketball, relay games, other contests, a dart board of teacher's pictures, ping pong, music, a photo booth set up by 1-Hour Photo, plenty of food, and just plain fun! The evening was topped off with the awarding of our grand prize, a 1983 Chevy Citation, donated by Freedom Ford; painted by Strouth Auto; paint donated by NAPA Auto; windows tinted by Wise Glass and Mirror. Congratulations to Steve Maggard for being the lucky winner of this special prize! It was exciting to see how the community rallied around our students to give them a thrilling evening.

In addition to the students, the chaperons had a good time and were thankful there were no problems the entire evening. We also thank the Wise Kiwanis Club for an excellent job of cleaning up on Sunday afternoon so the chaperons could sleep.

This event could only have been made possible because of the interest of this community, and we thank each and everyone!

All-Night Party Committee"

SUGGESTIONS FOR VOLUNTEERS

Gloucester High School, *Gloucester County*, has put together a solicitation packet for their Donations Committee. It includes the following items (those marked with * follow):

- * Tips for Solicitors
- * Thank-you format
- Blank thank you notes and envelopes
- Index cards with businesses and organizations to be solicited
- * Contribution Tabulation Sheet

*** TIPS FOR AFTER PROM PARTY SOLICITORS.** Gloucester H.S., *Gloucester County*.

Thank you for volunteering to help with this important aspect of the After Prom Party! You are soliciting for an extremely attractive and popular project. People will want to participate. You will be giving them that opportunity.

We need donations of gifts with teen-appeal. Where such gifts are not available, ask for cash contributions to offset party expenses or to purchase gifts.

We need early gifts to stimulate ticket sales. Gift certificates for beauty parlor/hair dressers, florists, tux rentals, dinner for two are excellent for incentive prizes before the party. (It would be fun to get a limo-to-the-prom donation!)

We can also use multiple small prizes that would be given to everyone. These could include pencils, pens, key chains, etc. We anticipate 400 to 500 attending.

But **most important** of all is the desire to present a **quality gift** to every student attending the After Prom Party. In this category we'd like to have VCRs, small (or large) TVs, word processors, stereos, telephones, little refrigerators, jewelry, etc.

Don't underestimate what a potential contributor will give. SET YOUR SIGHTS HIGH!

KEEP ADEQUATE AND ACCURATE RECORDS. Record each contribution on an index card (in your folder). Note the actual value of each gift. (If the actual value is not given, please note an estimate.) Record the amount of any cash or check.

We **MUST** avoid duplication of calls. There is nothing worse for a project than to have the business community get asked by multiple solicitors. Call on only those whose cards you are given. If you have other prospects, and we hope you will, check with _______ or ______ *before* you solicit.

Thank you notes should be written promptly. Also get the participant yellow mini-poster in the window as quickly as possible. This will do several things: Make everyone else want to get involved; keep participants from being asked more than once; allow our committee and others in the community to say thank you.

Checks can be mailed to After Prom Party, GHS, Rt. 4, Box 2155, Gloucester, VA 23061. The following individuals will be happy to answer questions you may have: (3 names and phone numbers). All solicitation should be finished by April 1, 1991, and packets returned to_____, _____, or _____ by that date.

This will be a successful project because you're involved. Good luck and thanks so much!

*** THANK YOU NOTE FORMAT**

Please use this format to write and mail a thank you note as soon as a gift is received. Enclosed are thank you notes and envelopes. Thank you for donating stamps. We are very grateful to each business or person who contributes to the After Prom Party and a prompt handwritten thank you note will underline our appreciation. Thank you again for all of your time and effort in support of our Gloucester High School students. Suggested Thank You Note Format:

Dear ________,

Thank you for your generous contribution of ________ to Beach Bound '91, Gloucester High School's second After Prom Party.

When we see our young people celebrating this festive and happy occasion in a safe drug and alcohol free environment, we will remember your interest and concern.

Your gift shows that the community cares.

Thank you for helping us give our students a memorable prom night.

Sincerely,
(Your name), After Prom Party Committee (Date)
Gloucester High School 19__

* CONTRIBUTOR TABULATION SHEET

Mark off columns on a sheet of paper (they turned theirs sideways) and use the following headings so solicitors may record information about contributors:

- Date solicited
- Name of business/person
- Address, Phone No.
- Cash donation
- Prize Donation. Note date if later pick up is required.
- Cash value of prize
- Thank you note sent/date

SAMPLE SOLICITATION LETTERS

Oakton H.S., *Fairfax County*.

Dear ____

Remember when you were young enough to party all night? Wasn't it fun?! We are inviting you to give that kind of special memory to the Oakton High School Class of '__—The All Night Graduation Party.

Plans are now underway for this blockbuster event, an unforgettable gift from you—parents and the community—to the Class of '__. The idea is to host an alcohol/drug free, seniors-only graduation party at the school that could rate as the celebration of a lifetime! Imagine a party with a super band, Velcro jumping, human bowling, casino, carnival games, candid photos, the graduation video, 'round the clock door prizes—including $1000 at dawn, all-you-can-eat food and drinks, and even breakfast!

The cost of the party is steep but together we can do it! Some suggestions are listed below, and all donations are tax deductible. Even though graduation is months away, we need your commitment right away so that we can get the ball rolling.

On behalf of the students of the Class of 19__, thank you! And don't wait up on the night of June 15—we're gonna be late!!

Sincerely,

__________, Chairman, ________, Steering Committee

Colonial Heights H.S., *Colonial Heights City Schools*. Letter sent to businesses, community professionals, civic and community organizations.

Dear Distinguished Friends:

Since 1989, the Colonial Heights High School senior class parents have organized an After-Prom Celebration. The intent of this activity is to provide an alcohol-free and drug-free all night fellowship for our graduating seniors.

Educations, students, community leaders, and parents of our young adults are again working countless hours to provide a memorable and entertaining evening of alcohol-free and drug-free fun. This special event sends a clear message to every studetns that we care about their safety.

In previous years your generosity has provided valuable prizes, contests, games, and food for all seniors present. Your continued support of this worthwhile tradition may continue to be shared with our children, your child, or perhaps the child of someone close to you.

The senior class parents have pledged to raise a portion of the monies necessary to fund this exciting evening. The colonial Heights City Council and the colonial Heights School Board are unanimously in support of the After-Prom Celebration, and they commend you for your contribution. Most of all, the graduating seniors and their parents are grateful to you for making possible this safe night to remember.

Please use the enclosed form along with the self-addressed envelope to offer your contribution. Your donation is tax deductible. We would like to thank you in advance for your continued support in "Celebrating Life."

Sincerely,
signed by 3 Co-Chairpersons

SAMPLE ACKNOWLEDGEMENTS AND THANK YOU NOTES

T.C. Williams H.S., *Alexandria City Schools*. Letter sent for donation received through regional group. NOTE: ALL schools belonging to regional groups should send thank you notes to ALL regional donors *regardless* of whether their school *directly* benefited from the donation.

Dear Mr. ____:

Thank you for your donation of ____ to the 1994 All Night Drug and Alcohol Free graduation Parties held in June throughout the Northern Virginia region. The parents and volunteers who worked throughout the year to plan these parties for the classes of 1994 owe a tremendous debt of thanks to you. Your generosity made these parties an unqualified success.

This was our sixth year for the event and once again, thanks to our and thirty-sight other regional parties, there were no substance abuse related accidents in Northern Virginia during this graduation season. We ask for your continued support in the future so that we may provide our graduating seniors a safe and fun way to celebrate this milestone in their lives.

Thank you again for your generous donation. You really do make a difference.

Sincerely,
signed by 2 Co-chairs

Glenvar H.S., *Roanoke County*.

Dear _____:

Thank you for your contribution to Glenvar High School's Sixth After-Prom Party.

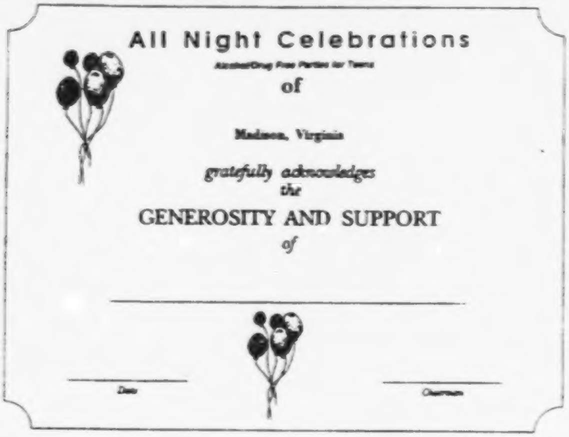
This party served as a community statement to our youth to have a wonderful time without drugs and alcohol. The party was a huge success and would not have been possible without the contributions and support of the community. Knowing they have the support and backing of their community leaders makes a difference for our students.

We appreciate your interest and concern for the safety of the students at Glenvar during this special time in their high school year.

We have enclosed a certificate of thanks that we would like for you to proudly display to show to our community that you took part in making Glenvar High School After-Prom '94 happen!

Sincerely,
_______ After-Prom Chairpersons '94

Madison County H.S., *Madison County*.



All Night Celebrations
Alcohol/Drug Free Parties for Teens
of

Madison, Virginia

gratefully acknowledges
the
GENEROSITY AND SUPPORT
of

Date
Chairman

Fauquier H.S., *Fauquier County*
Dear _____

On behalf of the After Prom Party/Celebrate Life Planning Committee, I would like to thank you for your generous donation of _____________.

The generosity of the parents, local businesses, Civic Organizations and citizens in the community made it possible for us to plan a special evening for the Juniors and Seniors of Fauquier County. This year's party theme is "Fauquier High Seas, '94," and each year we have had an increase in attendees. In fact, more than 450 students participated in last year's party, a new record!

We feel the students will look back on this party as a very special night to remember, with the experience of having a great time without the use of alcohol or other drugs. This is our main objective. Without the generous support of the community, this couldn't happen.

Again, thank you for your generous donation. We hope we can count on your continued generosity in years to come.

Sincerely,
______ After-Prom Party Committee

Gloucester H.S., *Gloucester City Schools*. In addition to thank you notes sent by parents on the committees, student prize winners signed the following the night of the party:

Gloucester High School

After Prom Party

Appreciates

Your Support

Inside was printed:

"Thank you for your great contribution to Cloucester High School's third After Prom Party. This year's Duke Rock Cafe at the Riverside Wellness Center was a terrific success. We are grateful for your support.

Many Thanks!!!"

NORTHERN VIRGINIA PROJECT GRADUATION (NVPG), *Arlington, Fairfax, Loudoun, and Prince William Counties, Alexandria and Falls Church City, 3 Private Schools* (38 schools, 14,000 students).

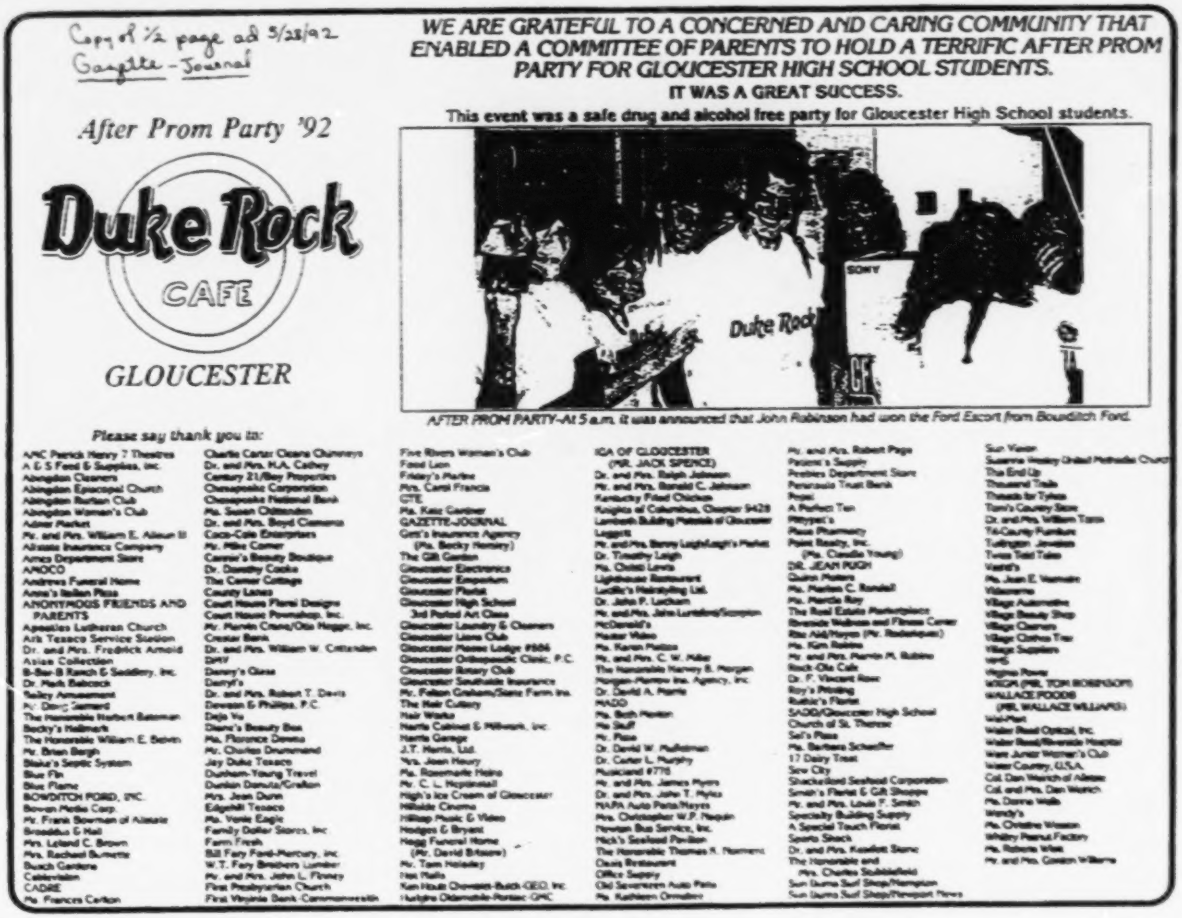
These schools each send one student whose name was drawn during breakfast at their party to the Regional Grand Prize Drawing. Each school's winner will receive one prize worth at least $500 and could be a new car.

Each of these graduates is *required* to turn in a handwritten thank you note before receiving their actual prize. Once their name has been drawn and they know what they have won, they receive a pen, a pre-addressed stamped envelope with a blank "Thank You" note inside, and a card detailing to whom the note is to be written and the item for which they are to thank the company. In many cases, the company gave cash which was used to purchase gift certificates from major stores or malls who made donations but NVPG does not give cash as a prize.

In case students have trouble composing a note, they receive a paper with about four "ideas" such as:

"Thank you for the ________ that I won at the Project Graduation Grand Prize Drawing. I know it will be useful as I go off to ___________ College in the Fall. I graduated from ________ High School. Thank you for supporting the graduation celebrations. Thanks again!"

Gloucester High School, *Gloucester City Schools*. Ad run in local newspaper.


SONY
Duke Rock

Copy of ½ page ad 5/28/92
Gazette - Journal

After Prom Party '92

Duke Rock
CAFE
GLOUCESTER

WE ARE GRATEFUL TO A CONCERNED AND CARING COMMUNITY THAT ENABLED A COMMITTEE OF PARENTS TO HOLD A TERRIFIC AFTER PROM PARTY FOR GLOUCESTER HIGH SCHOOL STUDENTS.

IT WAS A GREAT SUCCESS.

This event was a safe drug and alcohol free party for Gloucester High School students.

AFTER PROM PARTY-At 5 a.m. it was announced that John Robinson had won the Ford Escort from Bowditch Ford.

Please say thank you to:

AMC Patrick Henry 7 Theatres
A & S Feed & Supplies, Inc.
Abingdon Cleaners
Abingdon Episcopal Church
Abingdon Ruritan Club
Abingdon Woman's Club
Admar Market
Mr. and Mrs. William E. Allmon III
Allstate Insurance Company
Ames Department Store
AMOCO
Andrews Funeral Home
Anna's Italian Pizza
ANONYMOUS FRIENDS AND
PARENTS
Apostles Lutheran Church
Ark Texaco Service Station
Dr. and Mrs. Fredrick Arnold
Asian Collection
B-Bar-B Ranch & Saddlery, Inc.
Dr. Mark Babcock
Bailey Amusement
Mr. Doug Barnard
The Honorable Herbert Bateman
Becky's Hallmark
The Honorable William E. Belvin
Mr. Brian Bergh
Blake's Septic System
Blue Fin
Blue Flame
BOWDITCH FORD, INC.
Bowen Media Corp.
Mr. Frank Bowman of Allstate
Broaddus & Hall
Mrs. Leland C. Brown
Mrs. Rachael Burnette
Busch Gardens
Cablevision
CADRE
Ms. Frances Carlton
Charlie Carter Cleans Chimneys
Dr. and Mrs. H.A. Cathey
Century 21/Bay Properties
Chesapeake Corporation
Chesapeake National Bank
Ms. Susan Chittenden
Dr. and Mrs. Boyd Clements
Coca-Cola Enterprises
Mr. Mike Comer
Connie's Beauty Boutique
Dr. Dorothy Cooke
The Corner Cottage
County Lanes
Court House Floral Designs
Court House Pawnshop, Inc.
Mr. Marvin Crane/Otis Hogge, Inc.
Crestar Bank
Dr. and Mrs. William W. Crittenden
DMV
Danny's Glass
Darryl's
Dr. and Mrs. Robert T. Davis
Dawson & Phillips, P.C.
Deja Vu
Diane's Beauty Box
Ms. Florence Downs
Mr. Charles Drummond
Jay Duke Texaco
Durham-Young Travel
Dunkin Donuts/Grafton
Mrs. Jean Dunn
Edgehill Texaco
Ms. Vonie Eagle
Family Dollar Stores, Inc.
Farm Fresh
Bill Fary Ford-Mercury, Inc.
W.T. Fary Brothers Lumber
Mr. and Mrs. John L. Finney
First Presbyterian Church
First Virginia Bank-Commonwealth
Five Rivers Woman's Club
Food Lion
Friday's Market
Mrs. Carol Francis
GTE
Ms. Kate Gardner
GAZETTE-JOURNAL
Gent's Insurance Agency
(Ms. Becky Hensley)
The Gift Garden
Gloucester Electronics
Gloucester Emporium
Gloucester Florist
Gloucester High School
3rd Period Art Class
Gloucester Laundry & Cleaners
Gloucester Lions Club
Gloucester Moose Lodge #806
Gloucester Orthopaedic Clinic, P.C.
Gloucester Rotary Club
Gloucester Southside Insurance
Mr. Felton Graham/State Farm Ins.
The Hair Cuttery
Hair Works
Harris Cabinet & Millwork, Inc.
Harris Garage
J.T. Harris, Ltd.
Mrs. Joan Haury
Ms. Rosemarie Heins
Mr. C. L. Hepinstall
High's Ice Cream of Gloucester
Hillside Cinema
Hilltop Music & Video
Hodges & Bryant
Hogg Funeral Home
(Mr. David Bristow)
Mr. Tom Holaday
Hot Nails
Ken Hoult Chevrolet-Buick-GEO, Inc.
Hudgins Oldsmobile-Pontiac-GMC
IGA OF GLOUCESTER
(MR. JACK SPENCE)
Dr. and Mrs. Ralph Johnson
Mr. and Mrs. Ronald C. Johnson
Kentucky Fried Chicken
Knights of Columbus, Chapter 9428
Lambeth Building Materials of Gloucester
Leggett
Mr. and Mrs. Benny Leigh/Leigh's Market
Dr. Timothy Leigh
Ms. Christi Lewis
Lighthouse Restaurant
Lucille's Hairstyling Ltd.
Dr. John P. Latham
Mr. and Mrs. John Lunsford/Scorpion
McDonald's
Master Video
Ms. Karen Mattox
Mr. and Mrs. C. W. Miller
The Honorable Harvey B. Morgan
Morgan-Marrow Ins. Agency, Inc.
Dr. David A. Morris
MADD
Ms. Beth Morton
Mr. Stuff
Mr. Pizza
Dr. David W. Muhleman
Dr. Carter L. Murphy
Musicland #776
Mr. and Mrs. James Myers
Dr. and Mrs. John T. Mykes
NAPA Auto Parts/Hayes
Mrs. Christopher W.P. Nequin
Newton Bus Service, Inc.
Nick's Seafood Pavilion
The Honorable Thomas K. Norment
Oasis Restaurant
Office Supply
Old Seventeen Auto Parts
Ms. Kathleen Ornsdorff
Mr. and Mrs. Robert Page
Parent's Supply
Peebles Department Store
Peninsula Trust Bank
Pepsi
A Perfect Ten
Pittypat's
Plaza Pharmacy
Point Realty, Inc.
(Ms. Claudia Young)
DR. JEAN PUGH
Quinn Motors
Ms. Marilyn C. Randall
Ms. Marcia Ray
The Real Estate Marketplace
Riverside Wellness and Fitness Center
Rite Aid/Hayes (Mr. Rodenhauser)
Ms. Kim Robins
Mr. and Mrs. Marvin M. Robins
Rock-Ola Cafe
Dr. F. Vincent Rowe
Roy's Printing
Ruthie's Florist
SADD/Gloucester High School
Church of St. Therese
Sal's Pizza
Ms. Barbara Schaeffer
17 Dairy Treat
Sew City
Shackelford Seafood Corporation
Smith's Florist & Gift Shoppe
Mr. and Mrs. Louis F. Smith
Specialty Building Supply
A Special Touch Florist
Sports Shack
Dr. and Mrs. Rowlett Stone
The Honorable and
Mrs. Charles Stubblefield
Sun Dunes Surf Shop/Hampton
Sun Dunes Surf Shop/Newport News
Sun Vision
Susanna Wesley United Methodist Church
The End Up
Thousand Trails
Threads for Tykes
Tom's Country Store
Dr. and Mrs. William Tonn
Tri-County Furniture
Tullington Jewelers
Twice Told Tales
Vandi's
Ms. Joan E. Varnette
Videorama
Village Automotive
Village Beauty Shop
Village Cleaners
Village Clothes Tree
Village Suppliers
VIMS
Virginia Power
WXGM (MR. TOM ROBINSON)
WALLACE FOODS
(MR. WALLACE WILLIAMS)
Wal-Mart
Walter Reed Optical, Inc.
Walter Reed/Riverside Hospital
Ware Junior Woman's Club
Water Country, U.S.A.
Col. Dan Warrick of Allstate
Col. and Mrs. Dan Warrick
Ms. Donna Wells
Wendy's
Ms. Christine Weston
Whitley Peanut Factory
Ms. Roberta Wise
Mr. and Mrs. Gordon Williams

BEST COPY AVAIL

SUGGESTED FUNDING COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the FUNDING Committee.

As Early As Possible

- ☐ Decide how funds will be raised: tickets, grants, fundraisers, donations. Determine the amount you wish to target from each of these areas and begin to collect the necessary materials, information, and licenses for each. Divide up the various areas into sub-committees and begin making real plans to obtain the funds.
- ☐ If tickets are to be sold, meet with the Ticket Committee to determine the number of tickets that are targeted to meet the goal. Let the Ticket Committee proceed to design and sell the tickets.
- ☐ Check with treasurer to be sure the committee has an exemption from the Virginia Solicitation of Contributions Law license. See Section on Licenses, taxes, etc. This must be obtained **30 days BEFORE** ANY donations are solicited.
- ☐ If one or more fundraisers will be used, be sure to obtain approval from the school administration and your celebration's sponsor (if any) *before* making any firm plans.
- ☐ Determine exactly what kinds of donations this committee is seeking. Will other committees look for their own donations (food, decorations, activities, etc.) or will everything be solicited through Donations?
- ☐ Set up some guidelines so no business or organization is solicited by more than one committee or person.
- ☐ If Donations will do all of the soliciting, request list of needed items from all other committees.
- ☐ Begin to formulate list of businesses and organizations who will be sent letters asking for support. Be sure to obtain the name of the person to be contacted along with the address and phone number.
- ☐ Request and press for free publicity in the local newspaper as their contribution to the party and to thank all contributors.
- ☐ Assign someone the task of keeping track of EVERY donation received. Keep name, address and phone number of donor, item donated, value and date of donation. Also keep track of the distribution of the donations so it can be determined *how* the donation was used. Iif used as a prize, to whom it was given. If item given as prize has value of $600 or more, an I.R.S. Form 1099 MUST be issued to winner *and* to I.R.S.

About Six Months Before Party

- ☐ Send a letter to local businesses, civic organizations, and community groups asking for their support and a donation giving party details and a list of specific items needed. Follow up with a personal visit or phone call.
- ☐ Determine how donations will be acknowledged. Have acknowledgment item printed (e.g., poster, card, thank-you note, thank-you letter, etc.)
- ☐ Be sure any grant applications have been sent to the proper authorities.
- ☐ If a fundraiser is to be held and plans have not been formulated, begin to do so immediately.

About Three Months Before Party

- ☐ Send a letter to professionals in community asking for support, door prizes, and/or cash contributions.
- ☐ Make personal or phone contact with all businesses in area that have not responded to earlier letter.
- ☐ Begin picking up donations from businesses, organizations, and individuals. Be sure all items are recorded by person keeping donations records.
- ☐ Send acknowledgements for any donations received to date. Be sure acknowledgements meet requirements of I.R.S. or Virginia law.
- ☐ Keep other committee chairpersons up to date concerning expected donations that can be used by various committees.
- ☐ Check with Prize Committee to determine number of door and grand prizes needed and what would be most useful.
- ☐ Check on status of any grants for which applications were made.
- ☐ If tickets are to be sold, determine that Ticket Committee is proceeding as planned.
- ☐ Continue with any fundraising plans.

About Two Months Before Party

- ☐ Continue early collection of donations when appropriate.
- ☐ Continue to record all donations.
- ☐ Continue to send proper acknowledgements for items received to date.

About One Month Before Party

- ☐ Continue early collection of donations when appropriate.
- ☐ Coordinate door prize donations with Prize Committee and determine number of door prizes still needed. Determine how they will be obtained—try for donation or have Prize Committee purchase them.
- ☐ Contact local newspapers regarding thank-you ad deadlines, format, and proofing. Reconfirm that ad will run in edition immediately following party—as their donation to the party.
- ☐ Compile list of ALL donors—including names, addresses, donation, value of donation, and date of donation— for any general party thank you to be sent, for use by newspapers, party publicity, general information, General Chairperson, Treasurer's records.
- ☐ Meet with Prize Committee to coordinate recording the names of winners of items valued at $600 or more for I.R.S. reporting purposes (Form 1099). Information

needed: name, address and Social Security number of winners of cash or items valued $600 or more.

- ☐ Continue to send acknowledgements for items received to date.

Two Weeks Before Party

- ☐ Continue picking up donations and sending acknowledgements.
- ☐ Continue detailed record keeping.

Week of Party

- ☐ Pick up remainder of donations.
- ☐ Continue detailed record keeping.
- ☐ Finalize list of all donors.
- ☐ Remind Prize Committee of need for record keeping for prizes $600 and over.
- ☐ Disburse donations to appropriate committees.

Day of Party

- ☐ Pick up any last minute donations.
- ☐ Be sure all donations have been distributed to appropriate committees.
- ☐ Help where ever needed.

At the Party

- ☐ Help where ever needed.
- ☐ Have a good time and enjoy the party!

After the Party

- ☐ Put party thank you notes in mail.

Week Following Party

- ☐ Be sure ALL donations received were properly acknowledged *as required by LAW*—Virginia Solicitation Code **requires** $5 or more to be acknowledged by Virginia Solicitation Code; I.R.S. **requires** $250.00 or more to be individually and personally acknowledged stating name and address of donor and the amount of donation (cash, item, services).
- ☐ Submit detailed report of ALL donations received—cash, items, services—to celebration Treasurer. Include donors' names and addresses, date of donation, item donated, value of donation, how it was used (food for party, prize, decoration supply, equipment, etc.). If item was used as a prize and was $600 or more, also give name of person who received it, their address, and their Social Security number.
- ☐ Submit detailed written report of Funding Committee to Party Chairperson.

PRIZES

Prize philosophy should be discussed thoroughly and a agreed upon *before* prize publicity to students is begun. Prizes are usually given as incentives to attend the party, souvenirs of the event, to build excitement, or to reward the students for succeeding at an activity. What is considered a good prize? Anything from stuffed animals to automobiles.

There are seven categories of prizes:

- *Incentive*: to entice students to attend the celebration
- *Game:* to reward students for trying various activities
- *Contest:* to encourage participation in these activities
- *Door*: an incentive to stay and a reward for coming
- *Grand*: a large incentive to stay for the entire celebration
- *Random*: items given to make the party more exciting and fun
- *Party favor*: to be sure every student "wins" *something*

Most Virginia schools:

- Give incentive prizes to entice students to make reservations or purchase tickets.
- Give inexpensive consolation prizes for non-winners of carnival games.
- Give "play" money to winners of all carnival games, Games of Chance, etc., for use in the party prize store.
- Use donated items valued $25 or less in the Prize Store with all other donated items given as door prizes so everyone has *same* chance to go home with the bigger items.
- Give door prizes to 10-25% of their attendees.
- Draw for door prizes all night but distribute them only at breakfast with students being required to be present in order to claim them.
- Draw for one to ten grand prizes as the very last event of the party.
- Give at least one party favor.

The following two extremes are NOT recommended:

- Give no prizes at all. (It's always fun to have a chance to win something!)
- Have a door prize for 100% of attendees. This is not needed nor expected by students.

Some other ways or times to give prizes:

- Auction or raffle 2-3 nice prizes using money won in activities
- Give 3-5 cash prizes for largest Games-of-Chance winners based on amount of cash winners have at breakfast

NOTE: The need for bigger and better prizes is greatest in the 1st and 2nd years of the celebration when students may need to be bribed to get them to attend and stay all night. In the third and subsequent years of a successful celebration, the party has been established as a fun place to be and prizes can be scaled back.

OBTAINING PRIZES. Prizes are usually obtained in one of two ways:

- Donations from family & friends, clubs, religious organizations, merchants, media, professionals, government, corporations, etc.
- Purchases from catalogs, warehouse stores (Price Club, Sam's, B.J.'s, etc.), military exchanges, wholesalers, retailers, etc.

INCENTIVE PRIZES

These prizes are given to encourage early reservations or ticket purchases. They enhance publicity and are usually given on a weekly or every-other-week type schedule with all holding tickets or reservations eligible for the drawing. Some suggestions include:

- $25
- Personalized parking space near door for a week or month
- Pizza party (coupons for 3-4 pizzas + 2-3 bottles soda)
- Movie passes
- Dinner for 2
- Prom package: tux rental for boy; gift certificate for girl: hair care, boutonniere, shoe store, lingerie—may need to be combination to equal boy's prize
- Item donated by local merchant

GAME AND CONTEST PRIZES

Carnival, Games of Chance, or Bingo prizes do not need to be high-value items for the students to enjoy them. Be careful to keep the prizes for ALL activities at approximately the same general "real" money value to avoid the appearance of gambling. Remember, these are **games**.

LEGALLY, GAMBLING MUST *NOT* BE A PART OF THESE CELEBRATIONS.

We must also keep in mind that some students will not want and/or be allowed to participate in these games so to offer large prizes for these games would keep this group of students from winning. **CONSIDER GIVING AWAY "FUNNY" MONEY FOR ALL ACTIVITIES AND LET STUDENTS SPEND THE "MONEY" AT A PRIZE BOOTH.**

Give inexpensive consolation prizes for non-winners of carnival games. See Resources for catalogs containing inexpensive "junk." Some businesses give product samples or ad products suitable for game prizes (soft drink coupons, styrofoam model kits, cosmetics, product samples, etc.).

It is possible to order customized items fairly inexpensively. Consider joining with one or more other schools to order more cost effectively. Items might say "Class of (*year*)," "Celebrate!," "Party All Night,"etc. Items range from 15 cents up. Some of the more reasonable items are pens, pencils, sun visors, frisbees, mugs, and stadium cups. *Generic* "custom" items similar to those just mentioned are also available. See catalogs in Resources. Be careful to stay away from alcohol or drug related items (wine glasses, beer mugs, bottle openers, etc.) to avoid sending a double message.

Distribution of game prizes. There are several options for distributing game prizes to be purchased with "funny" money won at the various activities.

- PRIZE "STORE": Set up "store" for students to spend their "funny" money to "buy" prizes. Organize items by price. If activities are using large denominations, then prizes must cost large amounts of money. Coordinate with activity committee(s) to guesstimate how much "money" students are likely to have at the end of the night. If money is printed in 1,000's then price prizes at $1,000 to $300,000. Students like paying $10,000 for a T-shirt!
- RAFFLE: Hold raffle beginning about 4:00 a.m. Let students bid on available items using "funny" money.
- SILENT AUCTION: Place larger items on display. Let students enter silent bid for items they wish to "buy" with "funny" money. Highest bidder wins item. If same student bids on more than one item and is awarded the bid but can't afford both, let student choose between items. Re-award the remaining item to next highest bidder.

Some game prize or prize store suggestions: Items, either purchased or donated, for which students must play games. This list does not include the very inexpensive items given as consolation prizes for carnival games.

- Stuffed animals
- Stadium cups
- Sweat shirts
- Inflatable pool items
- Beach sandals
- Thermos jugs
- T-shirts
- Custom Coffee Mugs
- Boxer Shorts
- Funny hats
- Make up
- Lighted yo-yos

CONTEST PRIZES

These prizes encourage participation in the various contests that may be part of the activities: dance, hoola-hoop, limbo, lip sync, Guest-How-Many, photo identification ("Baby Bingo"), etc. The Guess How Many prizes should be the items in the contest. Anytime the contest winner is a team of two or more persons, be SURE to give individual prizes of the same item. Don't provide a couple with dinner for two or a group with a pizza party. Just because they competed together (or went to prom together) one night means they'll be speaking the next day or that the person who takes physical possession of the prize will actually share with the other winners.

DOOR PRIZES AND GRAND PRIZES

Door prizes are usually donated or purchased items for which ALL students (may or may not include and *guests* who are present) are equally eligible. Most parties across the country make "**must be present to win**" a condition for claiming any door or grand prizes.

Grand prizes are usually a very small number of donated or purchased items with a higher value than door prizes for which all students (usually does NOT include *guests*) are equally eligible regardless of whether they have won an earlier prize of any kind although some celebrations require students to make a choice between the door prize and the grand prize if their name is drawn for both.

Let everyone have a chance to win the grand prizes regardless of what they may have won earlier in the night. Keep the number of prizes small but the prize worth staying for: something large like a TV, stereo, new or used car, shopping spree, etc. Make being present a condition of winning.

Prize rules. Every celebration seems to have a slightly different idea about these prizes. Be sure your committee has answered the following questions long *before* party time:

- Will prizes be given?
- When will prizes be given?
- Must students be present to win prizes?
- Will guests be allowed to win prizes?
- Will cash be given as a prize?

If prizes *are* to be given, be sure to make provisions to re-draw for any unclaimed prizes (student went home early—*regardless* of the reason, or doesn't want gift). This is a very individual decision for each party to make and can be very difficult depending on the differing philosophies of the committee.

Some schools:

- Have small and large door prize drawings. If name is drawn for both, student chooses between them; prize remaining is re-drawn.
- Let winners choose from all door prizes remaining at time their name is drawn, put their name on prize for pick up at breakfast. First name drawn gets best choice but must remain all night to claim it; last name drawn gets remaining prize.

Will cash be given? This is an easy way to use extra last minute cash donations or for tickets purchased at the door and kids *love* cash!! Many have raised the concern that students who are given cash, *particularly at graduation parties*, may misuse it—especially during beach week. But, seniors will be "on their own" in the fall (if not sooner). Other options include:

- Post-date checks.
- Mail checks to winners.

- Give other items as prizes.
- Savings bonds. U.S. Savings Bonds currently mature in 12 *years*—or slightly more than half of face value in six months—perhaps a little long to wait for a prize!
- Scholarships. For some these are more of a prize for the parents who will be paying the college bills than for teens. For those who aren't going to college, what do they get? THE LAW: If your group must file I.R.S. Form 990 and you give a scholarship, you must provide the I.R.S. with certain information about the scholarship criteria.

If door prizes and grand prizes are to be given, be sure to consider *where* prizes will be stored *before* and *after* distribution. *Unawarded prizes* should be visible but access must be controlled. Provide a secure area—check room, etc.—for students to take their prizes for safe keeping.

Consider putting a "From" tag on donated prizes so students will know who donated them. Some schools print thank you notes and have winners sign them; the committee mails them to the donors immediately following the party. This is not always possible since some prizes will probably be purchased with cash from a variety of sources.

Consider including the following with information sent to the students **before** the party, posting it where prizes are given out, and putting in on the prize itself: *"Be sure to check expiration dates on all coupons and gift certificates . There can be no returns, refunds, or exchanges of prizes. Have a good time and Congratulations!"*

Drawing the names and distributing the prizes

The question of favoritism usually arises anytime tickets are drawn. One way to eliminate any question of this is to put the names of the prizes in one container and the names of the students in another. Draw one ticket from each container.

Some schools have "Small Door Prizes" and "Large Door Prizes." Students names are put into each drawing. If a name is drawn for **both** a small and a large prize, the student chooses which one to keep. A new name is then drawn for the prize not chosen. Some take this one step further and have students who win both a door prize and a grand prize choose one of them. The prize not chosen is then redrawn.

You may wish to set up **"PRIZE CENTRAL"** to award door and grand prizes and provide security for the prizes before they are given.

- Organize, label and arrange prizes by categories so students can see what is available for them to win.
- Operate the drawing.
- Announce the winners using a bill board system in one visible location or by using the public address (P.A.) system of the DJ/band or the building P.A. system See unclaimed prizes below.

Some *door prize* suggestions:

- AM/FM Cassette player
- Phone answering machine
- Concert or sports tickets
- Cash
- Luggage
- Telephone
- Golf clubs
- Hot pot
- Walkman radio
- Popcorn popper
- Bike
- Watch
- Gift Certificates
- College refrigerator
- Health club membership
- Microwave
- Sunglasses
- Camera
- Picture frame
- Desk lamp
- Body Board
- Typewriter
- Dinner for 2
- First aid kit

After-prom party prize for *junior class* attendees: Senior pictures gift certificate. Spotsylvania H.S., *Spotsylvania County*.

Some *grand prize* suggestions:

- Cash
- Remote control Color TV
- Scholarship
- Trip to Disney World
- Ski weekend
- Set of concert tickets
- Shopping spree
- Post-dated check
- Mountain bike
- Stereo system
- New or used car
- Airline tickets
- Computer
- Boom box with CD, tape player

RANDOM PRIZES. Prizes that make the party more fun or exciting. Try the following:

- Give prize or favor to the 10th, 19th, 95th, 195th...student to arrive at party (based on calendar year)
- Give prize or favor to every 10th, 25th or 50th student to arrive.
- Give prize or favor to the first 50 or 100 students to arrive.
- Give prizes to those who find and turn in the marked "funny" money.
- Give prizes to those who find certain advertised items at the party: marked cup, chair, etc.

PARTY FAVORS.

T-shirts are one of the most popular party favors. Custom items (key chains, mugs, hats, etc.) and "goodie" bags (containing product samples, candy, gum, toothbrush & toothpaste, pencils, balloons, etc.) are also popular. The idea is for every student to leave with *something*.

UNCLAIMED PRIZES. Regardless of the method used to distribute prizes, arrangements must be made to deal with unclaimed prizes

- Designate deadlines for claiming prizes
- Treat item as door prize or raffle prize, draw until item is won
- Run an auction
- Save for next year

SUGGESTED PRIZE COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the PRIZE Committee.

As Early As Possible

- ☐ Meet with various Activity Chairmen to determine what will be needed as prizes for each activity.
- ☐ Meet with Steering Committee to determine the prize philosophy for this celebration.
- ☐ Target the kinds of items to be given as Door Prizes and Grand Prizes, where they might be obtained if not donated, and estimated cost.
- ☐ Meet with Funding Committee to advise them the number of prizes needed and what would be most useful for door prizes, grand prizes, incentives, and favors.
- ☐ Give estimated budget figure to Treasurer.

About Six Months Before Party

- ☐ Begin targeting some items that could be used as incentive prizes.
- ☐ Determine what, if anything, will be given as a party favor.

About Three Months Before Party

- ☐ Plan Door Prize poster (or sign, etc.) for use at party.
- ☐ Determine when and how door prizes will be drawn and awarded.
- ☐ Meet with Publicity Committee to determine incentive prizes needed. Arrange to get prizes to them.
- ☐ Coordinate with the Publicity Committee to arrange a prize display at the school to entice reservations or ticket sales.

About One Month Before Party

- ☐ Coordinate with Funding Committee to determine number of door prizes still needed. Determine how they will be obtained—try for donation or purchase them.
- ☐ Begin purchasing door prizes and grand prizes previously targeted.
- ☐ Determine how donated items will be used: door grand, game, contest, and random prizes or favors.
- ☐ Make Door Prize "bill board" to announce winners at party.
- ☐ Plan prize display at party.
- ☐ If prize store will be used, meet with Activity Chairpersons to determine amount of "funny" money students are likely to have at end of night and begin planning pricing of prize store items.
- ☐ If plan is to announce winners over P.A. system, make necessary arrangements with D.J. or facility for use of P.A. during party.

Week of Party

- ☐ Separate all prize items into various categories.
- ☐ Label any items that need labeling.
- ☐ Pack prize items for easy transporting to party facility.

Day of Party

- ☐ Set up Door Prize area and Grand Prize display—be sure items are secure.
- ☐ Display "bill board" in prominent place or reconfirm arrangements with DJ or facility to announce winners throughout night.

At the Party

- ☐ Be sure prize area is constantly staffed so no items disappear.
- ☐ Draw and post (or otherwise announce) names of winners of door prizes.
- ☐ Distribute door prizes at appropriate time.
- ☐ Keep a list of winners of door prizes and grand prizes.
- ☐ If students are being asked to sign thank you cards when receiving a prize, oversee this project.
- ☐ If item given as prize has value of $600. or more, an I.R.S. Form 1099 MUST be issued to winner with copy to I.R.S. Be sure to obtain student's name, address, Social Security Number and phone number (in case follow up information is necessary).
- ☐ Have a good time and enjoy the party!

After the Party

- ☐ Break down area
- ☐ Be sure lists of winners, detailed information for Treasurer, and any left over prizes are properly secured.

Week Following Party

- ☐ Submit detailed written report on Prize Committee to Party Chairman.
- ☐ Submit detailed record of information about prizes over $600 to Treasurer.

Publicity

Purpose: To create enthusiasm for the party among students, parents, school administrators, faculty, and the community at large.

This task may seem overly challenging the first year when the initial response of both adults and students may be skepticism but it will be very gratifying as promotional efforts convert the skepticism into enthusiasm. Be aware there is some overlap between generating publicity, recruiting volunteers, thanking the community for donations, and issuing tickets. If separate committees are used for each of these tasks, try to coordinate the efforts of all. Be creative! THIS COMMITTEE CAN REALLY BE *FUN!*

Keep in mind the parents, students, school administration and staff, and community must all be "sold" in order to have a successful party. The most wonderful decorations, food, activities, and prizes will be a flop if no one comes to the party. **THE PARENTS ARE PROBABLY THE MOST IMPORTANT GROUP TO WHOM YOU MUST SELL THIS IDEA.** Of the parties across the state who had problems, almost all of them neglected to recruit parents to help in a major capacity. If parents believe in the idea, they will:

- Volunteer to help.
- Try every way possible to have their student attend.
- Not host another party on the same night—possibly where alcohol is served.
- Not agree to allow their student to attend another party.

The committee should formulate a plan to provide publicity *within* the school to students, *outside* the school to parents, and to provide the community with information. It is helpful to have the Publicity chairperson be on the Steering Committee so that Publicity Committee plans can be based on the general party plans.

SOME SUGGESTIONS FOR GENERATING SUPPORT

GENERAL SUPPORT—Ideas to help motivate everyone

- **Develop a logo** based on the party theme. Use it on letterhead, promotional posters, buttons, T-shirts, etc.

STUDENT SUPPORT

- **Make announcements over the school's public address system** to arouse student interest. Consider using students in skit-type announcements or use celebrity impersonations. A local radio station may be willing to help. Be careful not to let the message to students get boring or stale. Try to vary P.A.'s or students will tune them out.
- **Have buttons made** with logo; ask teachers, staff, and administrators to wear them during school.
- **Enlist the support of key student leaders**: class officers, student government officers, school club, team, and/or organization officers/leaders. If one group refuses, try another.
- **Hold a "count-down."** Approximately thirty days before party, ask all teachers to place the number "30" in an upper corner of their classroom chalkboard *without* revealing what it represents. Change the number each day to represent the number of days until the party. Reveal the meaning of the number the last week before the party to build excitement.
- **Speak at a Senior Class assembly** or meeting emphasizing the positive, fun aspects of the party. More details will probably need to be revealed the first year than in subsequent years.
- **Establish a preliminary goal** for sign-ups, perhaps 10-20% of those eligible, and post those names in a place where seniors congregate in the school. The name display should be related to the party theme and done in such a way that additional names can easily be added. Eventually, it will be the "in" thing to have one's name on "the" list. (E.g., airport, fly banner behind plane; cruise, use port holes; movies, use stars, reels of film, take boards; sea, use schools of fish .) Add new names weekly.
- **Hold small well-advertised prize drawings** to entice sign ups. Give cash prizes, reserved parking space in school lot, pizza party, etc.
- **Give a free T-shirt** with party logo to those who sign up; encourage students to wear them often or have one day a week designated as T-shirt day.
- **Display and/or publicize door prizes** in the school.
- **Use the distribution of tickets** for publicity. Tie them into the theme (see chapter on Tickets), make a big deal out of their distribution, etc.
- **Plaster lockers** with "wanted" posters.
- **Develop some personalized posters** (i.e., make own posters using pictures of favorite teachers to replace faces on posters—works for any theme)
- **Distribute *small* posters or signs** for students to hang in their back or back side car window. Publicize that prizes will be awarded to drivers of cars spotted with these signs.

PARENT SUPPORT

- **Send an initial letter to parents** as soon as a Steering Committee is formed explaining the party concept and soliciting volunteers.
- Work with Steering Committee and Volunteer Chairperson to **send out follow-up letters** to the parents.
- **Place notices in school newsletters** so that **all** parents in the school will know and understand the concept. This will help build support for following years as well as provide current class parents with information.

- If English is a second language for lots of your students, have a generic explanatory letter translated into other languages.

COMMUNITY SUPPORT

- **Notify local newspapers** about the party and enlist their support. They may be willing to provide continuous coverage the first year. Send them a press release.
- **Contact local and/or area radio and TV stations.** Send them a press release.
- **Distribute posters to local businesses** a week or two before the party that say "Congratulations (name of school) High School (Graduates or Prom Attendees). See you at the party!" Ask that these posters be put in a prominent place (their window, the front counter, on a bulletin board near the door, etc.) or give them a "Thank You" poster to display ("____ H.S. All Night Party Appreciates your support") or a "Proud Supporter of ._____.H.S.'s All Night (prom/grad) party."
- **Try to get coverage of the event**. Articles afterwards will show the community what the celebration was like and will help to generate positive advance publicity for next year.
- **Purchase an ad in next year's football and basketball programs** that both generates excitement and names all of the donors at the previous party. Ads are usually inexpensive but it will keep the idea in front of both students and parents and donors will be happy to get the free publicity.

PROMOTING YOUR EVENT THROUGH THE MEDIA

The media do not *have* to do any informational programs or announcements. Court the media. Get to know the reporters and media persons that can best help you. With TV and radio, get to know the producers. When sending press releases: send one to station/newspaper, one to newsroom, one to specific reporter. **Use the *little* papers and stations. They'll *use* your material.**

ASK YOURSELF THESE QUESTIONS *BEFORE* YOU TRY TO GET COVERAGE

- Why are you trying to get publicity?
  - Program recognition?
  - Event publicity?
  - Social marketing? (Trying to teach something: not to drink or do drugs; "un-sell" teenage drinking)
- Who are you trying to reach? Where do they get their information?
  - Teens listen to popular "teen" music (radio) stations, watch MTV
  - Legislators hear from aides, lobbyists, OP-ED pages
  - Parents read newspapers, watch TV, read school newsletters, listen to radio stations—but probably different ones than teens
- Is your item newsworthy??? Don't pitch soft fuzzies to the *national* desk.
  - Impact: who is affected?
  - Timeliness: tie into a recent event. Take advantage of teachable moments: after a crash, before prom, graduation, homecoming, etc.
  - Prominence: Use a well-known person to speak for your group
  - Proximity: What is the *local* angle?
  - Conflict: Is there any conflict about this issue in your community? Tag onto national or regional happenings: we want that HERE! We DON'T want that here!
  - Bizarre: Man bites dog is news; dog bites man is *not* news.
  - Current: an idea whose time has come
- Are there pictures? The media WANTS visuals—so *you* MUST have visuals! More people read (and remember) photo captions than stories and articles. Try to send a photo with a well-written caption along with a well-written press release.

WHAT WORKS

- Necessary Etiquette for Dealing with Media
  - Give pertinent information.
  - Make *polite* reminders.
  - **Respect deadlines.**
  - Ask if this is a good time to talk.
  - BE BRIEF!!!
  - Don't yell back if they are rude. Hang up, but *don't yell back!!!*
  - BE AN EXPERT IN YOUR ISSUE AREA.
- Tools
  - Press releases
  - Media advisories
  - Public service announcements (PSA's)
  - Photos with captions
  - Distribute a fact sheet about your organization. Give some statistics.
  - With TV, think COLOR, think video. *Be creative!*
- Outlets
  - Features: must tie into a current problem
  - Hard news
  - Editorials
  - Letters to Editor (very good chance of being published in community newspapers—the smaller the paper, the better the chance)
  - Public Affairs — Radio/TV: good way to showcase; controversy works well.
  - Public Service Bulletins and Announcements: advertise, announce, give social messages (i.e. "Friends don't let friends drive drunk.")
- Live Interview Tips

  - Send an *expert*—someone who *really* knows how and why this program will work. Send someone who really believes in this program!
  - Send someone who is *articulate*.
  - BE ON TIME!!!
  - Once you mess the reporter up, FORGET IT! They won't call back.
- Good writing is a must.
  - Keep it "short and sweet."
  - Cover only the basics: who, what, when, where, why.
  - Be sure to give a contact name and phone number.
  - Don't misspell!!
  - Be sure it is accurate. Read, re-read, and re-read again for accuracy then give to someone else to check one more time.
  - **Neatness counts!**
- Meet THEIR deadlines—not yours. TV and radio time is *absolute* — you MUST be on time!
  Print media also has deadlines they MUST meet. Check to find out what they are. Some general ones:
  - Community calendar, PSA's, magazines: 4-6 months before run date. Send and follow up with phone calls
  - TV/radio talk shows; weekly newspapers: 2 weeks before. Talk to *producers*—not talk show host.
  - Daily newspaper; radio/TV news: 1½ weeks before. Call back with a big push 2 days and 1 day before. Try to talk to same person each time.
- **Big Push**:
  - Tailor media list to fit your needs.
  - Personalize the pitch for different outlets.
  - Do three mailings or follow up calls:
    - Mail news release or advisory 4-6 weeks before event
    - Call 2 weeks before event
    - Call again 1 day before event
- **Designate ONE person to talk to the media** for your group. Keep in regular contact with *your* media contacts. Rapport is VERY important. Be sure the media contacts can get in touch with *you*. Give a number where you really *can* be reached.
- **Know WHO to contact**:
  - Radio or TV: News or Promotion Departments, give 2-7 days advance notice
  - Newspapers: Editor of particular newspaper section, write Letters to Editor, write opinion columns to newspapers, give at least 2 days advance notice

SOME TIPS FOR DEALING WITH THE PRESS ABOUT OP-/G CELEBRATIONS

- ALWAYS be **positive** and upbeat.
- ALWAYS refer to your activity as a **celebration**, NOT a *party*. This word seems to make the donors, parents, and the community as a whole feel better.
- Always try to emphasize the educational value of your celebration. Students are *learning by doing* that they can have a wonderful, memorable night without using alcohol and/or other drugs and that it can be fun even when chaperoned. Also *try to speak about educating the parents* about ways to help their students have a good time without giving in to students' requests to host an alcoholic party after prom or graduation.
- NEVER give out the total cost of your celebration. ALWAYS break the amount down giving a *per student* cost. Then, continue giving information to the questioner by equating the *per student* cost to the price of attending the prom (clothes, flowers, dinner, dance, prom ticket, limo, etc.), a rock concert ticket, or a visit to an amusement park (even taking a date out to dinner and the movies can be expensive). Let reporters and other community members and parents do their own math.
- Try to convey excitement about the entire event—every time you speak with someone from the media.
- NEVER air dirty laundry in front of the press. Regardless of what disagreements your committee may have, try to keep it *strictly* between the committee members.
- Try to give everything to them in writing. Issue press releases. Even then, you may be misquoted. If your school has had a celebration in previous years, a reporter may pull out an old article, punch it up and give incorrect information. Be sure to write a Letter to the Editor to correct the information and place a call to the reporter to set the record straight. **Remember to be gentle**—*they* will **always** have the last word.
- Be sure to thank the media for their help—even if it wasn't as good as you wanted. Maybe next year they'll do more!
- Try to *return press calls immediately*. They are much more apt to try to get the story right and to help you with some positive publicity if they think you are helping them. Your school may be giving its umpteenth all-night party but, if the reporter is new to the concept, take the time to explain the entire concept to a new reporter. *Go slowly* and *educate them* about the process by mentally walking them through the various activities that are planned adding bits about the theme and decorations that are going to add sparkle to the whole affair. *Invite them to attend and see for themselves.*

A FAVORITE QUESTION REPEATEDLY ASKED BY THE PRESS: **"Why the concentration on the prom and graduation season? Kids drink in our community *every* weekend."** Use the following as a *starting point* to **begin formulating your *own* answer.**

- The problems of keeping our children safe and tragedy free and of teenagers drinking will not be solved over night. We have to start somewhere—and we have to get *every*one's attention. Having an alcohol/drug free party for our own children and a few of their friends won't have the impact a large celebration will have.

- Even students who don't drink and party regularly other nights of the year seem to do so on prom and graduation night. Alcohol is the drug of choice for most of our teens and is readily available. These nights involve not only alcohol but, usually, also sex and moving from party to party.
- The "Celebrate Life!" style celebration can be held anytime during the year but particularly lends itself to a celebratory occasion—such as prom and graduation—and is meant to involve **every** student eligible to attend the occasion being celebrated regardless of age, sex, race, religion, ethnic background, and social, economic, academic or athletic status.
- This special celebration offers a positive educational experience to students who learn they can have a good time with their friends and classmates without using any alcohol or other drugs and with adults present—in many cases, the students' own parents. Parents discover that teens *will* come to parties planned, implemented and chaperoned by parents—and that it can be a rewarding experience to help with the celebration.
- The professional substance abuse prevention community has indicated their surprise that **parents** are doing the planning and implementing. They consider parents to be a previously "untapped resource." Who cares more about teens that their own parents?
- The various law enforcement groups indicate they are pleased to have the parents involved and the kids off the streets on these two particularly high risk nights. School administrators report they are pleased to have parents of *high school age students* back in their schools taking an active part—something many haven't done since their children were in elementary school.
- Slowly, but surely, these celebrations ARE making a difference. The awareness level has been raised in the communities using the program. Other celebration parties are being held during the year for and with the students. Students, parents, and other community members are beginning to question *why* town and community sponsored events are serving alcohol rather than setting a better example for the students.

PRESS RELEASES

Press releases can be valuable in generating community support. By making the entire community aware of the purpose of the celebration, along with the rules and activities, many individuals, businesses and organizations will not only choose to become involved but may also try to influence students to attend.

- **Always double space** press releases and public service announcements on **ONE side** of plain white or letterhead paper.
- Keep them simple.
- Include the name, address, and phone number of a person to contact for more information.
- A **30** or # mark at the end of the release indicates that this is the end of the copy.
- Be sure to include who, what, when (date **and** time), where and why plus who is invited and who benefits.

SAMPLE PRESS RELEASE

PRESS RELEASE

FOR IMMEDIATE RELEASE

Date CONTACT: _________, Chairperson

PHONE: ___-___

___ HIGH SCHOOL TO HOLD ALL NIGHT PARTY

_________ High School will hold an all night alcohol/drug-free party immediately following their prom on (*date*). This party is being organized by the parents of the junior and senior classes to provide an exciting, fun-filled, but safe celebration following the regular prom. Prom will be held at (*place*) from (*beginning time*) to (*end time*). The After prom party will begin at (*beginning time*) and end at (*end time*). All (*name of school*) juniors, seniors and their dates are invited to attend. There will be no fee charged (*or give amount to be charged*).

The theme of the after prom party will be "(*theme*)" and will feature a D.J. and dancing, (*give list of general activities, highlighting any special ones*). Food will include (*give names of a few of the major kinds of food such as pizza, soda, submarine sandwiches, cookies, breakfast items, etc.*) Door prizes will be drawn all night. The grand prize, a (*name of prize*), will be given away at breakfast.

All students must abide by a few simple rules:

- No alcohol or other drug use is allowed.
- All students must arrive by (*time*).
- Students may leave anytime they wish but may NOT return.
- Students must be present to win prizes.

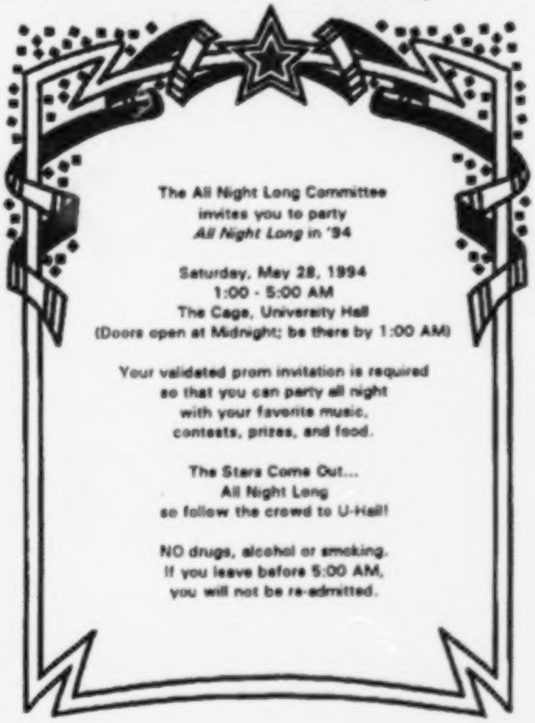
Many businesses and community organizations have already contributed to make this a truly memorable night for the students. Any businesses, organizations or individuals who would like to help in some way are invited to contact (*name of person*) at (*phone # and/or address*).

The parents feel if they prevent just one serious injury or death to a student they can call the party a success.

* * *

SAMPLE INFORMATION TO STUDENTS

The following invitation was sent to students at Albemarle H.S. and Western Albemarle H.S. in *Albemarle County* and Charlottesville H.S., *Charlottesville City*.



The All Night Long Committee
invites you to party
All Night Long in '94

Saturday, May 28, 1994
1:00 - 5:00 AM
The Cage, University Hall
(Doors open at Midnight; be there by 1:00 AM)

Your validated prom invitation is required
so that you can party all night
with your favorite music,
contests, prizes, and food.

The Stars Come Out...
All Night Long
so follow the crowd to U-Hall!

NO drugs, alcohol or smoking.
If you leave before 5:00 AM,
you will not be re-admitted.

Martinsville H.S., Martinsville City. Published in school newspaper; reproduced on florescent paper over a picture of the MHS Fantasy Cruise Ship and posted throughout the school.

MHS FANTASY FACT/FICTION

A lot of rumors about the After-Prom Party are in the air at MHS. Some have some basis in truth—some don't. Here are a few facts. Look for more in the next issue.

FICTION: If you go to the After-Prom Party you can't leave.
FACT: *Whoa! Hold the chains! This is not a lock-in. You may leave any time you like. You just can't come back in and you forfeit any prizes you may have won, as they won't be distributed until breakfast.*

FICTION: This is a diabolic plot by parents to keep us from having a good time on prom night.
FACT: *This is a gift from parents to their kids—a giant party with lots of activities, food, prizes, and music. Believe it or not, parents want you to have a good time—they just want to show you that's possible without alcohol or drugs.*

FICTION: Only MHS Juniors and Seniors can attend.
FACT: *The party is for MHS Juniors and Seniors and their dates—whomever they may be.*

FICTION: I heard something about a car.
FACT: *A car dealership in Roanoke is donating a 1991 Five Speed Royal Isuzu pickup to give as a grand prize at another giant party in June at Valley View Mall. Each high school in the area which has an after prom party may submit four names to be invited to that party. Those four names will be in the drawing for the truck and also a TV. The names will be drawn from the people in attendance at the MHS party. (Rumor: we heard the truck was Bulldog red.)*

FICTION: You may buy tickets at the door and go to the party anytime during the night.
FACT: *Reservations (tickets) for the MHS Fantasy Cruise will be sold for two weeks preceding the prom. Boarding time is 1:00 AM to 2:00 AM, May 19. You must have a ticket to board and the gangplank is pulled up at 2:00 AM.*

FICTION: There will be an assembly for Jrs. and Srs. sometime after Easter break to explain the party and answer questions.
FACT: *TRUE!*

INFORMATION, Madison County H.S., *Madison County.*

**YOU ARE INVITED
TO THE
MCHS ALL NIGHT
AFTER PROM PARTY**

**GIVEN BY PARENTS AND FRIENDS OF MCHS
JUNIORS AND SENIORS**

**MAY 14, 1994, 12:00 MIDNIGHT TO 5:30 A.M.
MCHS GYM**

**NO ADMITTANCE AFTER 1:00 A.M.
NO ALCOHOL, DRUGS OR TOBACCO PRODUCTS ALLOWED**

**GRAND PARADE, CONTESTS, LIP SYNC, BINGO
RICHMOND'S TOPSPIN D.J.
DOOR PRIZES, GAMES, FOOD, FUN FOR EVERYONE**

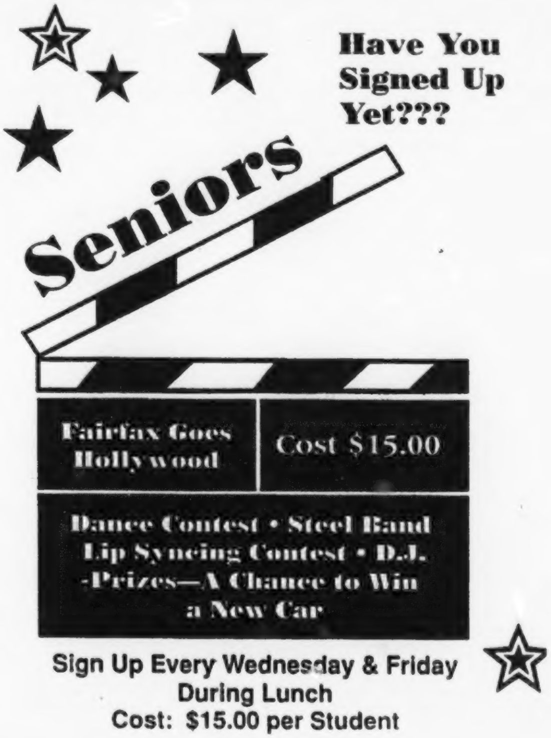
T-SHIRTS FOR THOSE WHO STAY 'TIL 5:30

**FREE TICKETS AT MCHS MAY 9 THRU 13
COST AT DOOR $3.00**

SEE YOU THERE

BEST COPY AVAILABLE

TICKET, Fairfax H.S., *Fairfax County*


Have You Signed Up Yet???
Seniors
Fairfax Goes Hollywood
Cost $15.00
Dance Contest • Steel Band Lip Syncing Contest • D.J. -Prizes—A Chance to Win a New Car

Sign Up Every Wednesday & Friday
During Lunch
Cost: $15.00 per Student

DAVID LETTERMAN'S TOP 10 REASONS WHY YOU SHOULD GO TO THE PARTY. Virginia Operation Prom/Graduation Workshops.

10. My parents are making me go.
9. If I don't show up, everyone will be talking about me.
8. It's the only time I can stay out all night with no questions asked.
7. It's a good excuse to sleep the next day.
6. It's the only party I'll ever attend that my parents will be so busy they won't have time to see what I'm doing.
5. It's the only time I can go to a casino and not worry about going broke.

**4. It's the only party I'll ever go to in high school that's guaranteed to have no underclassmen.

3. The odds are in my favor to win a BIG prize.

**2. This will probably be the last time I'll see all my classmates.

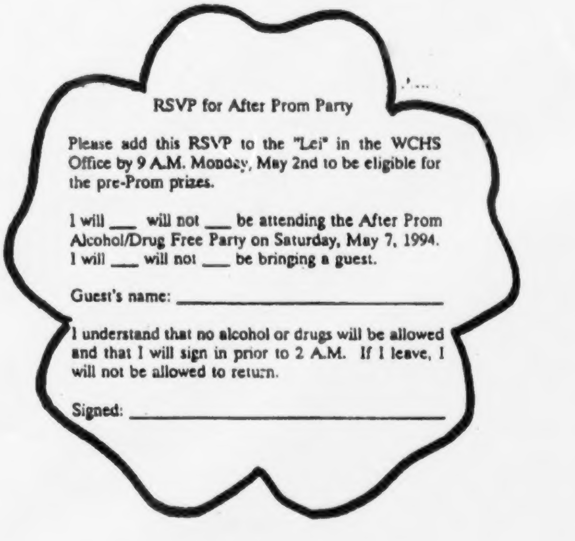
1. I won't have to worry about my best friend throwing up on my shoes.

** Substitute others for an After-Prom celebration; such as:

4. I can get out of all my fancy clothes and be comfortable!
2. This will be a great way to end the evening and won't cost very much (or: will be free!)

NOTE: **These reasons should fit *your* school's celebration.** (Don't refer to activities that won't be used such as the casino in #5.)

SIGN-UP PUBLICITY. William Campbell H.S., *Campbell County*. Front and back of flower to be added to "lei" making up list of those attending the After-Prom party.



RSVP for After Prom Party

Please add this RSVP to the "Lei" in the WCHS Office by 9 A.M. Monday, May 2nd to be eligible for the pre-Prom prizes.

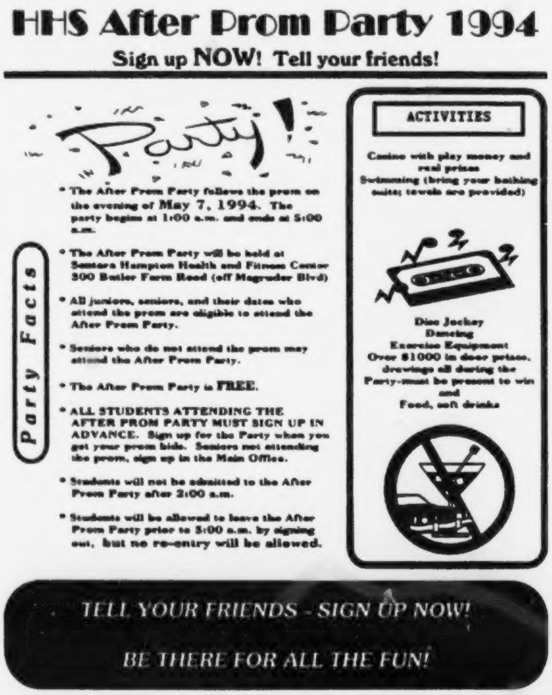
I will ___ will not ___ be attending the After Prom Alcohol/Drug Free Party on Saturday, May 7, 1994.
I will ___ will not ___ be bringing a guest.

Guest's name: ______________________

I understand that no alcohol or drugs will be allowed and that I will sign in prior to 2 A.M. If I leave, I will not be allowed to return.

Signed: ______________________

INFORMATION, Hampton H.S., *Hampton City Schools.*



HHS After Prom Party 1994

Sign up NOW! Tell your friends!

Party Facts

- The After Prom Party follows the prom on the evening of May 7, 1994. The party begins at 1:00 a.m. and ends at 5:00 a.m.
- The After Prom Party will be held at Sentara Hampton Health and Fitness Center 300 Butler Farm Road (off Magruder Blvd)
- All juniors, seniors, and their dates who attend the prom are eligible to attend the After Prom Party.
- Seniors who do not attend the prom may attend the After Prom Party.
- The After Prom Party is FREE.
- ALL STUDENTS ATTENDING THE AFTER PROM PARTY MUST SIGN UP IN ADVANCE. Sign up for the Party when you get your prom bids. Seniors not attending the prom, sign up in the Main Office.
- Students will not be admitted to the After Prom Party after 2:00 a.m.
- Students will be allowed to leave the After Prom Party prior to 5:00 a.m. by signing out, but no re-entry will be allowed.

ACTIVITIES

Casino with play money and real prizes
Swimming (bring your bathing suits; towels are provided)

Disc Jockey
Dancing
Exercise Equipment
Over $1000 in door prizes, drawings all during the Party-must be present to win
and
Food, soft drinks

TELL YOUR FRIENDS - SIGN UP NOW!

BE THERE FOR ALL THE FUN!

INVITATION FOR STUDENTS TO ATTEND GRAD PARTY KICK-OFF, Fairfax H.S., *Fairfax County.*

GRAD PARTY
KICK-OFF
TUESDAY, MAY 3
SECOND PERIOD
STADIUM

PLAY "LET'S
MAKE A DEAL"
WIN PRIZES !

STUDENT ASSEMBLY: *"LET'S MAKE A DEAL,"* Martinsville H.S., *Martinsville City;* Northern Virginia Project Graduation.

Ask your principal for permission to host or be part of an assembly to explain the reason for the party, the theme, tout the prizes and play "Let's Make a Deal!" giving away prizes and cash. Explain the "rules" by using "commercials":

#1. No Drinkin' or Druggin'
#2. Be on Time!
#3. *Martinsville:* Bring your ticket!
#3. *Northern Virginia Project Graduation:* Do it right—Stay all night!

Before students arrive put stickers under three of the chairs in the room where the assembly will be held. This will randomly select your contestants. Be prepared for empty chairs, shy students, etc. by asking if anyone has a birthday today, this week, next week, etc. until you have three contestants. Randomly select three students to carry the posters for the commercial breaks between each deal.

Have three fun gift bags full of "stuff" with lots of colored tissue sticking out the top. These will be the "doors" for Deal #1, Deal #2, and Deal #3. Inside these bags should be:

- An incentive prize: dinner for two at a nice restaurant or a prize worth around $20-$25 and a party horn or noise maker.
- Cold, hard cash: $25. You may want it to be coins so it's at least hard even if not cold. Add a party horn.
- A dud: but not just any old dud. Fill this one with items from the $1 store to represent items from *your* party: sunglasses (because the sun will be so bright the next morning), a jump rope (to get in shape for the Velcro jumping), wallet (to hold all the money they're going to win), etc., and a party horn.

Choose an emcee the kids like and someone who is comfortable in front of the student body—this can be the general chairperson, the committee chairperson, the principal, a favorite coach or teacher, etc. This person MUST know what is in each bag. Help students in audience get into cheering for their classmates. Practice cheering. Now proceed as follows:

- Emcee gets name of first contestant, asks if he/she is going to attend the party, etc. Then asks if he/she would like a chance to win a prize. Tell them about the nice prizes that are behind some of these "doors" but that there is a dud there, too. Ask which "door" he/she would like, #1, #2, or #3. Do this with each of the contestants with #3, of course, taking whichever bag is left.
- Introduce the commercials. Have each student hold their poster up over their heads towards the audience and walk—one at a time—across the stage. Have students practice shouting *in unison* whatever is on the poster.

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And, applauding. Don't be afraid to chide them for not being forceful enough, after all, the commercials are what keeps this "show on the air."

- Go back to the contestants. Choose one of the ones with a prize or the money. It doesn't matter which one. Remind all of the contestants that one of these "doors" contains a "dud." "Contestant #__, you have chosen Door #__. I'll offer you $1 for this door." Keep offering money, $1 at a time until you reach your maximum. Maybe $5 or $10. The audience will probably begin to shout out advice: "Take the money!" "Take the door!" Most students will hold out for the door but some will take the money they can see. Once the student chooses, proceed to give whatever they chose. If they choose the door, put the money away and pull out the items in the bag: the cash or the nice item and the party horn. Play it up BIG!
- Commercial time! Have "Commercial #1" walk across the stage. Make sure audience reads poster out loud as it is carried across the stage.
- Proceed to other contestant who has a nice prize. Do the same as before. If you used up some or all of the cash on the first contestant, say you're sorry but Contestant #1 got the cash! Otherwise, offer them the cash. End by opening their bag and pulling each item out.
- Commercial time! Do Commercial #2 same as #1.
- Now it's time for the last contestant. Remind the audience that this MUST be the bag with the "dud." *Don't* offer money for this one even though the audience will probably be screaming for the contestant to take the money. Pull each item out individually starting with the party horn which they will all be familiar with by this time. Explain how each item will help them prepare for the party and the fun they will have there.
- Commercial time! Do Commercial #3 same as #1.
- Thank contestants for their help and dismiss them.
- Thank the "commercials" and ask them to check the envelope on the back of their poster. (The committee should have placed a $5 bill in each of these envelopes before the assembly.)

Explain the party rules and give enough details about activities and prizes to make the celebration seem fun. If you think it's necessary, bring in some of the bigger prizes that will be given away—particularly the grand prize.

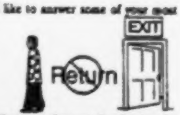
In the beginning you may have some hecklers who will should smart remarks at you. Ignore some of them but don't be afraid to joke with them. Why should they sit there and listen to you? "Because I got you out of class for one whole period!" Why should they bother to come to a party with a bunch of old fogy parents? "Because it's going to be the most fun place to be that night—AND, they could win great prizes and play _______."

STUDENT INFORMATION, Potomac H.S., *Prince William County*.

GRAD NITE INFO

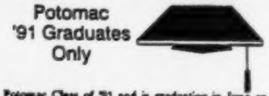
SENIORS: We'll give you more party details later, but for now we'd like to answer some of your most frequently asked questions:

QUESTION: IS THIS PARTY A LOCK-IN?



ANSWER: ABSOLUTELY NOT!!! You may leave any time you want (You must sign out when leaving, for liability purposes) but you may NOT return if you leave. We think you'll have so much fun that you'll want to stay all night. There are door prize drawings every hour and a grand prize drawing during the last hour of the party. Besides previously announced activities, there's a special event you'll NOT WANT TO MISS planned for 3:30 a.m.

QUESTION: MAY I BRING A DATE?

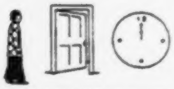


ANSWER: Not unless he or she is a member of the Potomac Class of '91 and is graduating in June or following completion of required courses during the summer of '91. (This "no one but class members may attend grad nite parties" rule is a state-wide rule for all grad nite parties in Virginia and in many other states.)

If students were allowed to bring dates, classmates who didn't have dates would be reluctant to attend alone. You may celebrate with your date earlier in the evening and you can be together all summer, but this one night is for CLASS MEMBERS ONLY. So kiss him or her goodnight and join us for the party!

Statistics show that, unfortunately, some class members will not return for reunions, so this could be the last time some of you will see each other. You've SUFFERED through term papers, projects, and exams together. NOW YOU DESERVE TO CELEBRATE and party together before going your separate ways. Plan to PARTY ALL NITE!!

QUESTION: HOW LATE MAY I ARRIVE AT THE CHINN CENTER AND BE ALLOWED IN?



ANSWER: THE PARTY STARTS AT 11 PM, but you may arrive at the door as late as midnight. AFTER MIDNIGHT, YOU MAY NOT ENTER. (Early birds get first dibs on popular activities.)

QUESTION: I'VE ALREADY PAID.
WHY DON'T I HAVE A TICKET?

ANSWER: A master list of students with reservations will be posted at school on the next TICKET SALE DAY, Thurs., May 9. Students with paid reservations may pick up tickets at the table in the cafeteria on ticket sale days. (We had planned to distribute tickets at a later date to prevent lost tickets, but so many of you have expressed concern that we changed our plans.)

TICKETS ON SALE AT SCHOOL DURING LUNCH THURS., MAY 9. PLEASE BUY TICKETS EARLY. MONEY IS NEEDED NOW FOR PRIZES, ETC. THANKS. MAKE CHECKS ($20.00) PAYABLE TO: POTOMAC GRAD NITE

RAYSAC Event explanation and information, Roanoke Area Youth Substance Abuse Coalition.

High schools from a large area in and surrounding Roanoke are invited to participate in RAYSAC's Grand Finale each year. The event is held in a large indoor mall after all of the individual after-prom parties are held. Each high school is invited to send four students who participate in games which are scored with the highest score from each participating school receiving a prize. Drawings are held for minor prizes. Each student is given a "goodie" bag, a theme T-shirt and a sealed envelope containing a key. At the conclusion of the games, students open their envelopes and try their key in the door of a new pickup truck which is given to the students with the key that fits.

Before the schools hold their parties, the truck is taken to each participating school for display one day during lunch to help promote each school's after prom party.

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EXCERPT FROM FOLLOW UP LETTER TO PARENTS. Potomac High School, *Prince William County*.

"...WE ALL LEAD BUSY LIVES, which is one reason this is a wonderful opportunity to show your love for your child. By pooling our resources, we can give the grads a FABULOUS party without having to spiff up our houses, prepare tons of food, and spend lots of money for individual parties. And, let's be honest: The kids would much prefer partying with their friends than with Uncle John and Aunt Sue. So put Grandma to bed and join us as workers for the party. (We're NOT chaperons; we'll all be working, and your child probably won't even see you in the midst of all the activities.)

We're all in the same boat: We all 'work' and most of our steering committee members are gainfully employed. We're all expecting houseguests for graduation. One of our chairpersons is even facing an out-of-state move the Monday after graduation. Committee chairpersons and their committees have worked many hours since October to make this event a success. If we all give a little time, we can make this a special event that will keep our grads safe so they can enjoy future reunions."

EXCERPT FROM LETTER TO PARENTS. Martinsville H.S., *Martinsville City Schools*.

"...Naturally we need help. Although the prom is three months away, we need your commitment NOW to make this evening a success. What exactly do we need? These four things:

First - PLEASE do not plan another party after the prom. Everyone is invited to this one.

Second - Volunteers are needed for all committees. Don't miss out on the fun and excitement of planning this BIG EVENT. If you are willing to help, call (name & phone #). (We both work during the day so better call after 5 p.m.) The committees are: Activities, Decorations, Security, Clean-Up, Tickets, Publicity. If you have a choice, tell us when you call...if you just want to help, we'll find the perfect slot for you.

Third - To be perfectly honest...we need money. There will be a small admissions fee charged, but as we want to make sure every eligible student can come, it will be minimal. The party is however, expensive, and we need "seed" money to get it off the ground. If you can make a donation, just drop it in an envelope and mail it to (name & address). Make check payable to "MHS After Prom Party."

Finally - We need that good old Bulldog enthusiasm and support. Talk positively to your child about this party and urge him/her to attend. Although this is a new idea in this area, these parties have been highly successful all over the United States. The Virginia Departments of Education and Motor Vehicles strongly support them..."

ARTICLE, *The News & Daily Advance*, Lynchburg, VA., Rustburg H.S., *Campbell County*.

"POST-PROM PARTY WASN'T JUNE CLEAVER-AND-COOKIES EVENT

by Valarie Jackson, Staff Writer

Spending a weekend night at school with a bunch of parents isn't a typical high school student's idea of a good time. Rustburg High School senior Teresa Younger's image of attending a parent sponsored party was like something from a bygone era.

'I was expecting June Cleaver with chocolate chip cookies,' she said. But that was before the phenomenon of post-prom parties. Younger and her prom date... played five minutes of laser tag... She didn't expect to be able to legally shoot people with lasers during a post-prom party filled with parents who usually frown upon a group of teenagers yelling and running with guns.

...Rustburg's party, held recently at the high school, attracted 127 students who paid $2.50 each for tickets—more than half of those who attended the senior prom....

Parent Diane Gray did her best to get students interested. 'All the kids would say, 'we're not going there, it'll be a square party'', ...We had to overcome the resistance of kids thinking they'd come back to school to an ordinary school function," ... 'We made it so that it isn't the same place they go every day.'

...According to student Wendy Adams, many of the students who would've gone to traditional home parties were at the school sponsored event. ...Adams' friend claimed the party to be more fun than the actual prom. 'This is a more comfortable atmosphere than being in dresses, ties and high-heeled shoes.'"

****

LETTER TO AREA BUS AND LIMO COMPANIES AND MOTELS. Midlothian H.S., *Chesterfield County*.

Midlothian H.S. has written a letter to all area motels and bus and limo companies. This letter explains what the After-Prom party is, when and where it will be held, that there have been no alcohol/drug related accidents on prom night since the post-prom party began and gives average attendance figures (approximately 1000 students).

The motel letter states: "In the past, groups of students have rented rooms in local motels and hotels on prom night to serve as a gathering place for themselves and their friends to party. We wanted you to be aware of the date of our prom ad the alternative we are providing them. We hope this information helps you in your business planning."

The bus/limo letter states: "You can help by taking whatever steps you can to discourage the teens you transport from consuming alcohol in the vehicles. We want the students to enjoy their prom and post-prom parties...The prom runs from 8:30 p.m. to midnight and the After-Prom runs from midnight to 5:00 a.m. When a bus or limousine leaves early, it takes a substantial number of teens, often causing other teens to leave and the potential for other parties begins. Any pricing arrangements that would encourage your passengers to stay for the entire party would be greatly appreciated."

To both motels and bus/limo companies: "We see a real need to have you as a partner in this endeavor to assure its success. We would like to extend an invitation to you to come to Riverside on prom night between 9:00 p.m. and 10:00 p.m. for a preview of what will be available for our youth that night."

To bus/limo companies: "If your drivers need an area in which to wait, we will have a hospitality room available."

To motels and bus/limo companies: "We welcome your thoughts and ideas and thank you for your assistance."

The letter is signed by 2 Co-chairs and lists their phone numbers. The high school principal, junior and senior class sponsors are also listed.

FLYER GIVEN AT STUDENT ASSEMBLY. Midlothian H.S., *Chesterfield County.*

ALL JUNIORS AND SENIORS

POST PROM 1994

COME JOIN THE FUN AND PARTY ALL NIGHT
IN " TROPICAL PARADISE" AT THE
RIVERSIDE WELLNESS AND FITNESS CENTER.

MAY 15, 1994 MIDNIGHT - 5 A.M.

NEW ATTRACTIONS:
- CARNIVAL
- VELCRO WALL

RETURNING FAVORITES:
- CASINO
- MONEY MACHINE
- KARAOKEE

COME AS A SINGLE ,OR AS A COUPLE, OR AS A GROUP !!
LET'S CELEBRATE LIFE!!

Back of flyer, Midlothian H.S., *Chesterfield County.*

TROPICAL PARADISE
BRAIN TEASERS

WORD FIND: CIRCLE THE WORDS LISTED

B F Y S K A R A O K E E	corsage
O U O M O V I E S F R B	movies * tux
U N T O U E V A B R P A	food * movies
T B M I D L O T H I A N	bingo * friends
O T U C A C P U C E R D	velcro wall
N L S K E R F X A N T F	band * formal
N B I N G O Q H S D Y O	wellness * fun
I O C T R W I K I S P R	boutonniere
E C O R S A G E N L X M	karaokee
R A Y F U L T M O M O A	party * casino
E M W E L L N E S S R L	midlothian

HOW CLEVER ARE YOU?

HOW MANY 5 LETTER WORDS OR GREATER CAN YOU MAKE OUT OF OUR POST PROM THEME: ***TROPICAL PARADISE***

CLEVERNESS RATING SCALE: CONSIDER YOURSELF A/AN
25 AND OVER - ASSISTANT HIGH SCHOOL ENGLISH TEACHER
35 AND OVER - HIGH SCHOOL ENGLISH TEACHER
45 AND OVER - PROFESSOR OF ENGLISH

WORD JUMBLE

OYNEM
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ECMNIAH
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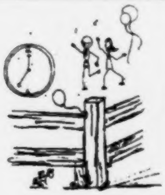
— — — — — — — —



TODAY'S CARTOON TITLE — — — — — — — —

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SUGGESTED PUBLICITY COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the PUBLICITY Committee.

As Early As Possible

- ☐ If first year, meet with local newspaper editors and education reporters to explain party concept and solicit support.

About Six Months Before Party

- ☐ Place article in school administrative, PTA, booster newsletter (or similar) explaining party concept and listing needs.
- ☐ Contact celebrities who might endorse party.

About Two to Three Months Before Party

- ☐ Start PA announcements to students using party theme as guide.
- ☐ Put up first party posters in appropriate areas of school; continue until party.
- ☐ Publicize a drawing for all those holding paid reservations at time of drawing. Continue as needed—monthly or weekly.
- ☐ Post names of those holding pre-paid reservations (or those who have made reservations if no fee is being charged) as soon as approximately 10% have paid. Continue to update list frequently.
- ☐ Meet with school administration to arrange for participation in student assembly near party time.

About Two Months Before Party

- ☐ Speak at a class meeting to explain what party is (particularly important first year).
- ☐ Begin preparing press releases. Make contact with media to obtain deadlines and names of individuals or departments that should receive releases and info.

About One Month Before Party

- ☐ If appropriate, display or announce door and grand prizes as an incentive for pre-paid reservations.
- ☐ Distribute something for teachers to wear everyday such as a button.
- ☐ Increase PA announcements to 2-3 times weekly. Try to vary content.
- ☐ Post theme-related posters listing various activities, prizes, and/or menus to entice students to attend.
- ☐ Send a press release to local newspapers, TV and radio stations. Encourage them to cover the actual event.

Two Weeks Before Party

- ☐ Increase amount of publicity going to students. Put a reminder in the hands of every eligible student (note on locker, flier at end of day, etc.)
- ☐ Speak at a class or school assembly to "sell" party to students.

Week of Party

- ☐ Keep up publicity with students—increase as necessary.
- ☐ Remind media of upcoming event and encourage them to plan to cover it.

Day of Party

- ☐ Help wherever needed.

At Party

- ☐ Help wherever needed.

Week Following Party

- ☐ Submit detailed written report on Publicity Committee to Party Chairperson.

TICKETS, I.D., ENTRY PACKETS

Purpose: To provide a method of identifying those who should be admitted to the party.

Tickets are optional but can add a lot of fun to the party when tied into the theme and can probably be obtained as a donation from a printer and/or graphic artist. They can be a very clever publicity stunt used as the final lure to get students to the party and **can be used whether or not there is a charge for them.** Many schools use fun theme-related tickets as part of their publicity but do not require students to have tickets in hand to enter party. Instead, students are checked off class lists.

If this is a separate committee, coordinate plans with the Publicity Committee. **Be sure the check-in method will move fast enough that students will not get tired of waiting in line and leave.**

I.D.'s provide a safeguard to identify students as they enter the party and/or claim door prizes plus give the students a souvenir of the party. If dates are not allowed, the I.D. prevents students from bringing outside guests to the party claiming they are classmates. In many cases, classes will be large enough that it will be impossible for parents checking in or distributing prizes to know every student personally. Many schools place pre-printed hospital bracelets on each student for easy I.D. which is easy and fast.

If pictures are desired, the school photographer will probably be willing to provide an extra copy of the pictures submitted for the yearbook which can be placed on I.D.'s. Students could also be asked to provide their own picture I.D. (driver's license).

This committee's duties will probably include the actual selling of tickets as well as their production. Make sure students are aware of the times, dates, and places they can purchase tickets. Be sure tickets/reservations are available during school lunch hours.

THEME RELATED TICKET/I.D. IDEAS

- **Travel**
  Ticket: Airline ticket wallets containing boarding passes marked confirmed [paid] or stand-by [not paid] and trip itineraries (list of activities and party rules)
  Check-in area: Airport
  I.D.: "Passport" with their picture on it
  Door prize tickets: Mileage Plus coupon with name label affixed
- **Movie**
  Ticket: Pieces of movie film, or custom theater tickets along with theater programs
  Check-in area: Box Office with marque
  I.D.: Actor's guild membership card or miniature "take board," both with picture
  Door prize tickets: Pieces of used film with name label affixed
- **Disco**
  Ticket: "Compact disc" with info on label. Put in jewel case (C.D. box) with party info as if it were info about the music on the C.D.
- **Mardi Gras**
  Ticket: Masks. Give strings of Mardi Gras beads and/or some fake or chocolate coins as they enter.
- **Beach**
  Ticket: Beach balls or seagulls. Give sun glasses as they enter.
  Check-in area: Huge shark, enter through mouth
- **Cruise**
  Ticket: Cruise ship tickets
  I.D.: Passports. Give sailor hats or leis as they enter.
  Check-in area: Enter through ship or over gangplank
- **America**
  Ticket: Road map
  I.D.: Driver's license
  Door prize ticket: Toll booth receipts

OTHER IDEAS

- List party guidelines on back of ticket.
- Put schedule and/or map on outside of envelope/packet given to students as they enter party.
- Place schedule, map, "play money," door/grand prize tickets, activity coupons, etc., in theme-related packet.
- Give party favor as students enter party and/or to those who stay "all night."
- If tickets are to be sold, be aware that ticket sales will still be going on the night of the party; make arrangements to have change available at the door. Consider requiring cash only (no checks).

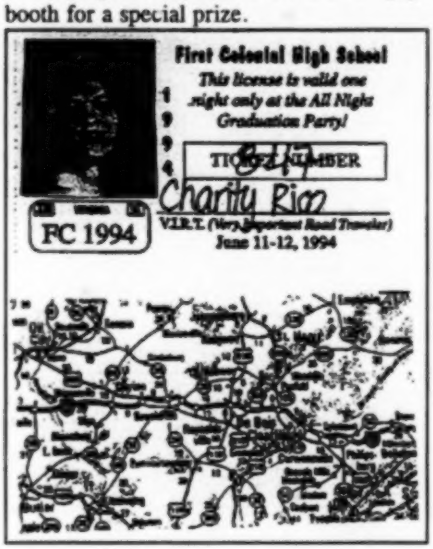
DISTRIBUTION OF TICKETS

***Graduation*:** Mail or distribute ticket packets at a senior "event" such as cap and gown distribution, graduation rehearsal, etc.

***Prom*:** Mail or distribute After-Prom Party tickets at school during lunch period.

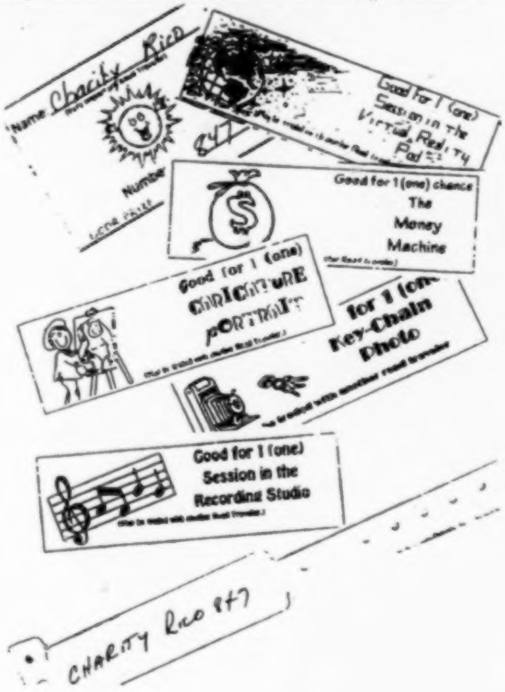
SAMPLE TICKETS

I.D. Theme: Highway. First Colonial High School, *Virginia Beach City*. Front of I.D. is license for V.I.R.T. (Very Important Road Traveler), back is small piece of road map which was different on each student's I.D. Students were directed to check maps in various activity areas until they found the map containing the map on their I.D., then take the grid coordinates for their map piece to the prize booth for a special prize.

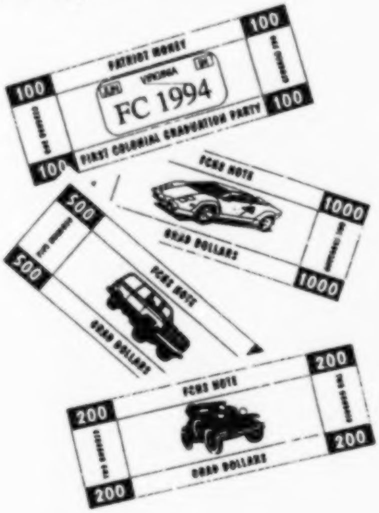

First Colonial High School
This license is valid one night only at the All Night Graduation Party!
1994
TICKET NUMBER
847
Charity Rico
FC 1994
V.I.R.T. (Very Important Road Traveler)
June 11-12, 1994

TICKET PACKET. Theme: Highway. First Colonial H.S., *Virginia Beach City*. Packet covered with pages of U.S. road maps. Packet contained coupons, hospital bracelet, "funny" money.

PACKET CONTENTS Theme: Highway. First Colonial H.S., *Virginia Beach City*. Coupons for all activities where participation needed to be limited to once per student.


Name Charity Rico
Number 847
Good for 1 (one) Session in the Virtual Reality Pod
Good for 1 (one) chance The Money Machine
Good for 1 (one) Caricature Portrait
for 1 (one) Key-Chain Photo
Good for 1 (one) Session in the Recording Studio
CHARITY RICO 847

PACKET CONTENTS. Theme: Highway. $10,000 in "Funny" money included in packet. First Colonial H.S., *Virginia Beach City*.



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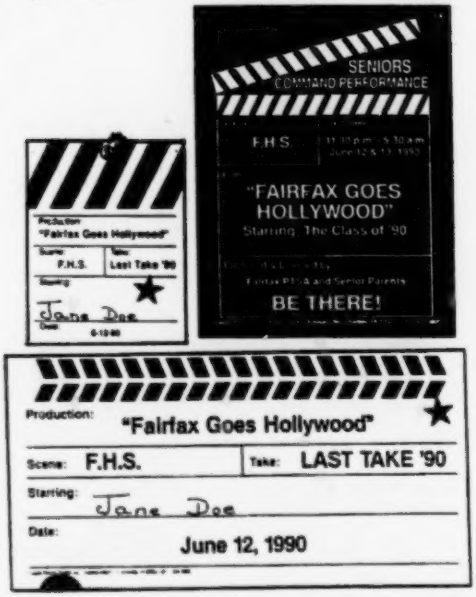
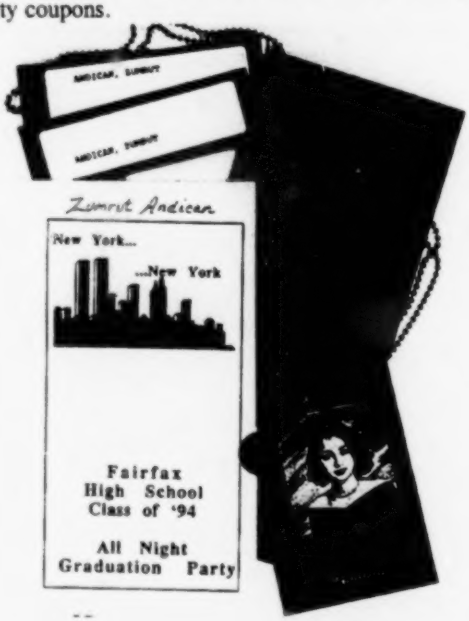
I.D., TICKET, TICKET PACKET. Theme: Movies/Hollywood. Fairfax H.S., *Fairfax County*. Upper left is I.D. on chain to wear around neck, picture on back. Upper right is ticket. Bottom is outside of ticket packet.



I.D., PACKET, INFO FROM INSIDE PACKET. Theme: New York, New York. Fairfax H.S., *Fairfax County*. I.D. is on lower right with chain necklace. Upper right are pre-printed door and grand prize tickets (different colors of background paper), upper right is info on where and how to claim prizes. Packet also included "money" and activity coupons.



COUPONS. Theme: Wild, Wild West. Colonial Heights H.S., *Colonial Heights City*. Coupons stapled "match-book" style behind cover on bottom right.

TICKET PACKET. Theme: International. Thomas Dale H.S., *Chesterfield County*. "Passport" contained money, coupons, map to get to party, fun pictures (stamps, eagle, passed, etc.) to simulate real passport. Front cover on upper left, inside back cover superimposed over top of map (includes "passed"), inside front cover on lower right (includes pocket for money and coupons).

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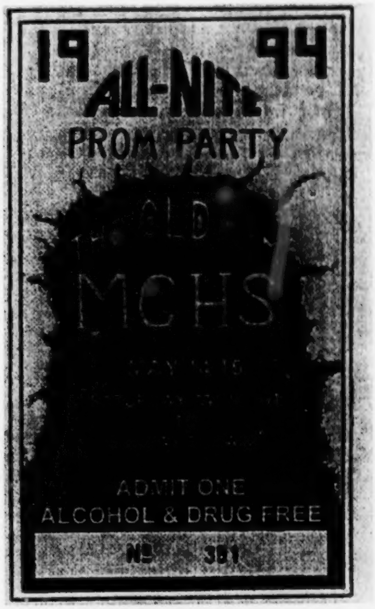
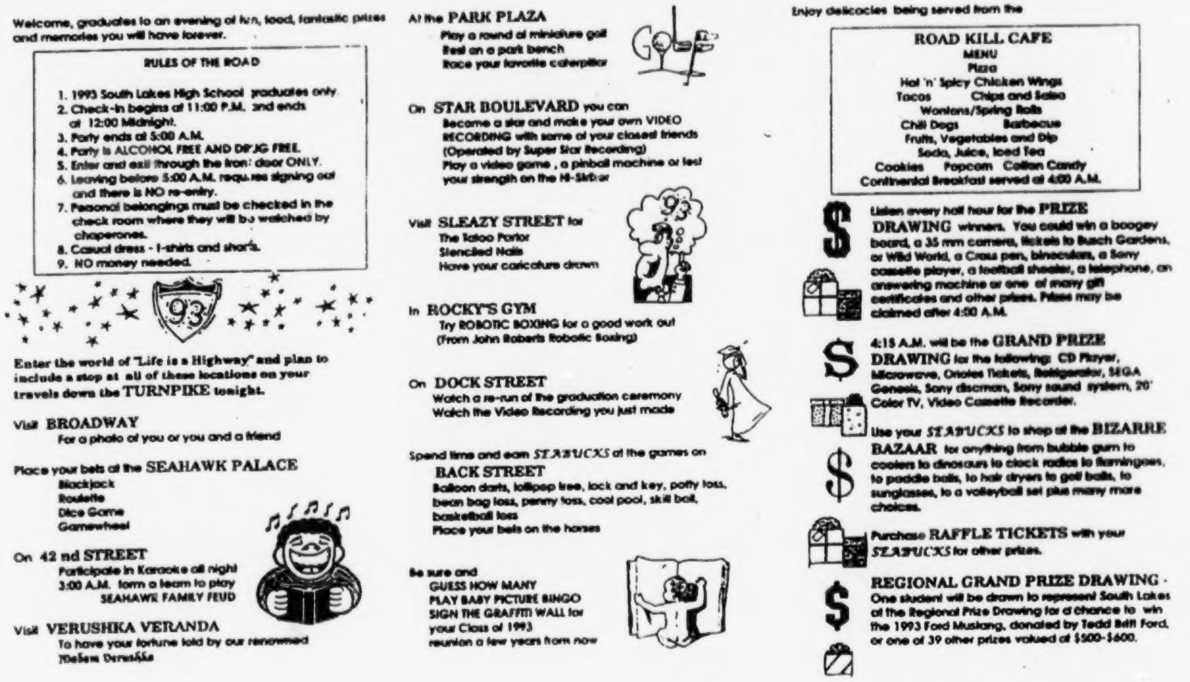
TICKET. Madison County H.S., *Madison County*.



1994
ALL-NITE
PROM PARTY
MCHS
ADMIT ONE
ALCOHOL & DRUG FREE
Nº 391

INFORMATION HANDED TO STUDENTS AT DOOR includes Rules, Activities, Menu. South Lakes H.S., *Fairfax County*.



Welcome, graduates to an evening of fun, food, fantastic prizes and memories you will have forever.

RULES OF THE ROAD

1. 1993 South Lakes High School graduates only.
2. Check-in begins at 11:00 P.M. and ends at 12:00 Midnight.
3. Party ends at 5:00 A.M.
4. Party is ALCOHOL FREE AND DRUG FREE.
5. Enter and exit through the front door ONLY.
6. Leaving before 5:00 A.M. requires signing out and there is NO re-entry.
7. Personal belongings must be checked in the check room where they will be watched by chaperones.
8. Casual dress - t-shirts and shorts.
9. NO money needed.

Enter the world of "Life is a Highway" and plan to include a stop at all of these locations on your travels down the TURNPIKE tonight.

Visit BROADWAY
For a photo of you or you and a friend

Place your bets at the SEAHAWK PALACE
Blackjack
Roulette
Dice Game
Gamewheel

On 42 nd STREET
Participate in Karaoke all night
3:00 A.M. form a team to play
SEAHAWK FAMILY FEUD

Visit VERUSHKA VERANDA
To have your fortune told by our renowned
Madam Verushka

At the PARK PLAZA
Play a round of miniature golf
Rest on a park bench
Race your favorite caterpillar

On STAR BOULEVARD you can
Become a star and make your own VIDEO RECORDING with some of your closest friends
(Operated by Super Star Recording)
Play a video game, a pinball machine or test your strength on the Hi-Striker

Visit SLEAZY STREET for
The Tattoo Parlor
Stenciled Nails
Have your caricature drawn

In ROCKY'S GYM
Try ROBOTIC BOXING for a good work out
(From John Roberts Robotic Boxing)

On DOCK STREET
Watch a re-run of the graduation ceremony
Watch the Video Recording you just made

Spend time and earn *SEABUCKS* at the games on
BACK STREET
Balloon darts, lollipop tree, lock and key, potty toss, bean bag toss, penny toss, cool pool, skill ball, basketball toss
Place your bets on the horses

Be sure and
GUESS HOW MANY
PLAY BABY PICTURE BINGO
SIGN THE GRAFFITI WALL for your Class of 1993 reunion a few years from now

Enjoy delicacies being served from the

ROAD KILL CAFE
MENU
Pizza
Hot 'n' Spicy Chicken Wings
Tacos Chips and Salsa
Wontons/Spring Rolls
Chili Dogs Barbecue
Fruits, Vegetables and Dip
Soda, Juice, Iced Tea
Cookies Popcorn Cotton Candy
Continental Breakfast served at 4:00 A.M.

Listen every half hour for the PRIZE DRAWING winners. You could win a boogey board, a 35 mm camera, tickets to Busch Gardens, or Wild World, a Cross pen, binoculars, a Sony cassette player, a football shooter, a telephone, an answering machine or one of many gift certificates and other prizes. Prizes may be claimed after 4:00 A.M.

4:15 A.M. will be the GRAND PRIZE DRAWING for the following: CD Player, Microwave, Orioles Tickets, Refrigerator, SEGA Genesis, Sony discman, Sony sound system, 20" Color TV, Video Cassette Recorder.

Use your *SEABUCKS* to shop at the BIZARRE BAZAAR for anything from bubble gum to coolers to dinosaurs to clock radios to flamingoes, to paddle balls, to hair dryers to golf balls, to sunglasses, to a volleyball set plus many more choices.

Purchase RAFFLE TICKETS with your *SEABUCKS* for other prizes.

REGIONAL GRAND PRIZE DRAWING - One student will be drawn to represent South Lakes at the Regional Prize Drawing for a chance to win the 1993 Ford Mustang, donated by Tedd Britt Ford, or one of 39 other prizes valued at $500-$600.

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SUGGESTED TICKET COMMITTEE CHRONOLOGY

This chronology includes **only** those items that pertain to the TICKETS Committee.

As Early As Possible

- ☐ Decide exactly what items this committee will handle. If ticket **sales or reservations** are also to be part of the responsibility, plan how and where this will be handled and incorporate the necessary tasks into the schedule.
- ☐ Hold brainstorming session for ticket and/or I.D. plans keeping chosen theme in mind.

About Six Months Before Party

- ☐ Decide on ticket, I.D. and/or Check-in packet to be used.
- ☐ Arrange to have all needed items designed.
- ☐ Begin recruiting volunteers to put packet together.
- ☐ Coordinate with other committees to receive needed materials for packets and/or check-in.
- ☐ Coordinate with Chaperon/Security Committee for Check-in procedures. Agree on which committee will be responsible for this task on the night of the party.
- ☐ Coordinate scheduling of ticket sales and/or distribution with Publicity Committee.

About Three Months Before Party

- ☐ Pick up any items being provided by other committees.
- ☐ Arrange for printing of all items.
- ☐ Purchase any necessary items needed to complete packets.

About Two Months Before Party

- ☐ Check to be sure all will be ready for following month.
- ☐ Meet with Publicity committee to finalize ticket plans.

About One Month Before Party

- ☐ Prepare pre-party packets which may include ticket, list of activities, party guidelines, prize list, (publicity materials—last chance to sell them), etc., and any other information students need **before** the party.
- ☐ Prepare check-in packets of materials students need **during** the party (I.D., "funny" money, map, door and grand prize tickets, activity coupons, schedule, menu, etc.).

Two Weeks Before Party

- ☐ Distribute pre-party ticket packets to students.

Day of Party

- ☐ Help set up check-in area.

At the Party

- ☐ Check or help check students in (depending upon earlier decision coordinated with Chaperon/Security Committee), distribute party packets/I.D., etc., as students enter party.

Week Following Party

- ☐ Submit detailed written report on Ticket Committee to Party Chairman.

Volunteers

Volunteers are an important part of the entire celebration process. It is true that a small group of people can do everything that is needed to make this event happen. But, have lots of help makes it a lot easier, a lot more fun, and more successful with more students in attendance.

Some of the ways volunteers can be recruited:

- Notice in school newsletter
- Letter mailed directly to parents of class members eligible to attend celebration
- Part of articles in local newspaper(s)
- Phone calls by committee chairpersons
- Phone calls by Volunteer Coordinator
- Sign up tables at Back-to-School Night and other school or PTA functions
- Personal conversations at school athletic events
- Letters to community service clubs and organizations
- Letters or phone calls to ministers and rabbis in community requesting info to be placed in newsletter

The Volunteer Coordinator needs to know ALL of the party plans and the needs of ALL of the committees. When someone volunteers to "help wherever needed," the coordinator needs to be able to tell them what is needed.

If a parent volunteers, FIND *SOMETHING* FOR THEM TO DO!!! Nothing makes most people more unhappy than being begged to volunteer and then never hearing from anyone once they offer to help.

It cannot be said often enough: **The more parents of eligible students you have involved on your committees, the more students you will have at your celebration.**

Parents who help in *any* way with these celebrations almost never host a teen party where alcohol is served. Get as many parents as possible involved on committees.

Let parents know what it is you need them to do. Spell out exactly what is needed in a flyer or newsletter. The following is from Broad Run H.S., *Loudoun County*.

"ATTENTION ALL PARENTS

As you look forward to September 7th, I'm sure that a smile breaks across your face as you think about how peaceful your home is about to become. Before you lose that smile, I'd like you to think forward to June 22 next year: Graduation Night for Broad Run High School's Class of 1994. After all of the kisses and hugs are finished that evening and the last flash from a proud parent's camera momentarily brightens the darkening sky, our seniors will head off to their all night, Drug and Alcohol Free Graduation Party. This party will be unlike any other party that they have attended. Why? Because of parent's like you.

The success of this party depends upon parent volunteers—lots of them. And for the past several years, parents have always come forward to help. As the Chairman of Project Graduation for 1994, I would like to extend my personal invitation to parents of Freshman, Sophomores, Juniors and Seniors to join with me and a dedicated cadre of parents who have already volunteered their time for next year's party.

With this event, there is no such thing as "too much help." Parents of underclassmen are especially welcomed, for two reasons: first, you will need the experience and exposure to this activity to better prepare you for the time when your son or daughter becomes a senior and you are asked to help with their Graduation Party; you'll be experts at that point. Second, and perhaps more importantly, volunteer parents of seniors will have a Herculean task on the 22nd of June 4 trying to prepare for their child's graduation as they wrap up last minute details associated with the all-night party. Parents with no seniors, who are members of the Project Graduation Team, will have only half the workload.

The goal of this team is to create an atmosphere that will leave a lasting impression in the memory of our graduating seniors. If you would like to be a member of that Team, please contact me, Bob Voldish, on (phone #). Thanks, and like me, enjoy the quiet that begins on the 7th."

Please contact (name) on (phone #) if you are able to help. Remember, without your help, this party can not be a success. Each committee will have five years of previous experience to draw upon and a comprehensive How-to guide to help them along the way. Previous volunteers are always available to provide guidance. There is no need to "reinvent the wheel."

ACTIVITIES: If you love partying with hundreds of teenagers, you'll love working on this committee. Members are responsible for planning, setting up, and running the games that will amuse, challenge, and beguile the seniors. Games of chance, carnival games, athletic games—you name it. There are dozens to choose from, all previously tried and tested. Let your imagination go wild. The entire Ashburn Sports Pavilion is available, including the Pool and Racquet Ball Courts. Activities also provides the musical entertainment.

CLEANUP: If you have a strong back, and do not mind getting up early in the morning or dirtying your hands, this committee is for you. They provide a FRESH group of volunteers at the end of the party who clean up, dismantle, store, return items, and disburse left-over food. Their primary work begins immediately following the party at 6 a.m. They will return the Ashburn Sports Pavilion to its original state by 8 a.m. and conclude their tasks shortly following that.

DECORATING: If you are artistic and love to create things, this is where you will be most effective. This committee is one of the largest and one of the most intensive. They are responsible for decorating the Ashburn Sports Pavilion in the theme established by the seniors. This committee will be composed of many sub-committees, one for each major area of the Pavilion (such as entrance, stairwell, hallways, etc.). Members of this committee begin their assignment as soon as the theme is established.

FUNDRAISING: If you have a lot of business contacts and are skilled in the fine art of persuasion, this is the place for you. This committee has a very demanding and critical job to perform. Their assignment is to provide items and money, through donations from parents, business establishments, and community associations, that will cover the cost of the party. This committee also coordinates the major fund-raisers throughout the year, such as the Meadow Muffin Contest.

PRIZES: If you never have a problem figuring out what type of presents to buy your friends and relatives, you will definitely want to join this committee. They will use money from Fundraising and gifts from local businesses to create an almost endless flow of prizes that will be given out during the party. These prizes will vary from simple door prizes, to major gifts.

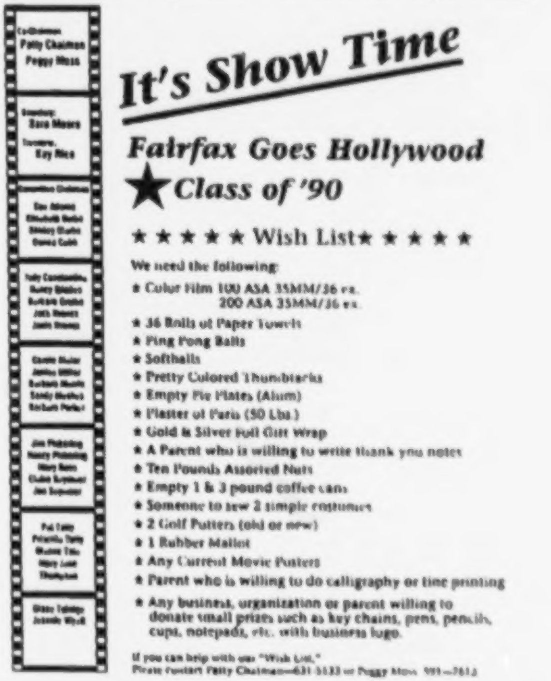
PUBLICITY: If you have a way with words and a knack for getting people's attention, you will be very happy working on this committee. Their job is to create enthusiasm for the party among students, parents, school administrators, faculty and the community at large. This is done through announcements in the school paper, the parent newsletter, articles for the local newspapers, contact with the radio stations, and any other medium they can come up with.

REFRESHMENTS: If you love serving food to hungry people, this is the place for you. This committee provides simple food and beverages that appeal to the graduates. If this can be done while conforming to the general party theme, so much the better. They will work closely with the Fundraising committee to solicit donations from local fast food parlors, restaurants, hotels, churches, and other community organizations.

SECURITY: If you are not easily intimidated, and do not mind working a few hours between 11 p.m. and 6 a.m., sign up for this committee. They provide for a safe, drug and alcohol free atmosphere during the party. They give the thumbs up on who can and who can not enter the party. Party security also includes parents who will serve as chaperons throughout the night.

TICKETS: If you are an ingenious person, the ticket committee wants you. Their job is to provide a method of identifying those who should be admitted to the party. Tickets can be a very clever publicity stunt used as the final lure to get students to the party. For example, if a travel theme is selected, tickets may be airline wallets containing "boarding passes" that are presented at the "ticket counter" where a "boarding pass" is issued. You get the idea.

WISH LIST sent to parents. Fairfax H.S., *Fairfax County.*


Co-Chairmen
Patty Chaiman
Peggy Moss

It's Show Time

Fairfax Goes Hollywood

★*Class of '90*

★ ★ ★ ★ ★ Wish List★ ★ ★ ★ ★

We need the following:

★ Color Film 100 ASA 35MM/36 ex.
200 ASA 35MM/36 ex.

★ 36 Rolls of Paper Towels

★ Ping Pong Balls

★ Softballs

★ Pretty Colored Thumbtacks

★ Empty Pie Plates (Alum)

★ Plaster of Paris (50 Lbs.)

★ Gold & Silver Foil Gift Wrap

★ A Parent who is willing to write thank you notes

★ Ten Pounds Assorted Nuts

★ Empty 1 & 3 pound coffee cans

★ Someone to sew 2 simple costumes

★ 2 Golf Putters (old or new)

★ 1 Rubber Mallet

★ Any Current Movie Posters

★ Parent who is willing to do calligraphy or fine printing

★ Any business, organization or parent willing to donate small prizes such as key chains, pens, pencils, cups, notepads, etc. with business logo.

If you can help with our "Wish List,"
Please contact Patty Chaiman—631-5133 or Peggy Moss 591—7613

LETTER TO STEERING COMMITTEE. Poquoson H.S., *Poquoson City.*

"Welcome to the world of the Poquoson High School After-Prom. As chairperson of the event, I want to thank you for volunteering to serve on the steering committee. As you probably know the 1993 after-Prom was honored by the Virginia State Police and the Virginia Department of Education as one of the top six in the state. I am confident that this year will be just as successful.

Your role as a committee chairperson is most important. Based on our experiences and trial and error from last year, the committees have been more defined. Hopefully the tasks of each committee will be easy to accomplish and not overlap each other. Each committee chairperson will be given a list of volunteers who signed up at the fall PTA meeting. For the most part, these people have not been contacted again. Others will probably contact committee chairmen later after the newsletter from the school goes out to the parents. It will be your job to work within the committee to accomplish the goals of the after-Prom.

Good luck with your committee. Call me if you have any questions or want some advice or want to share the news. If

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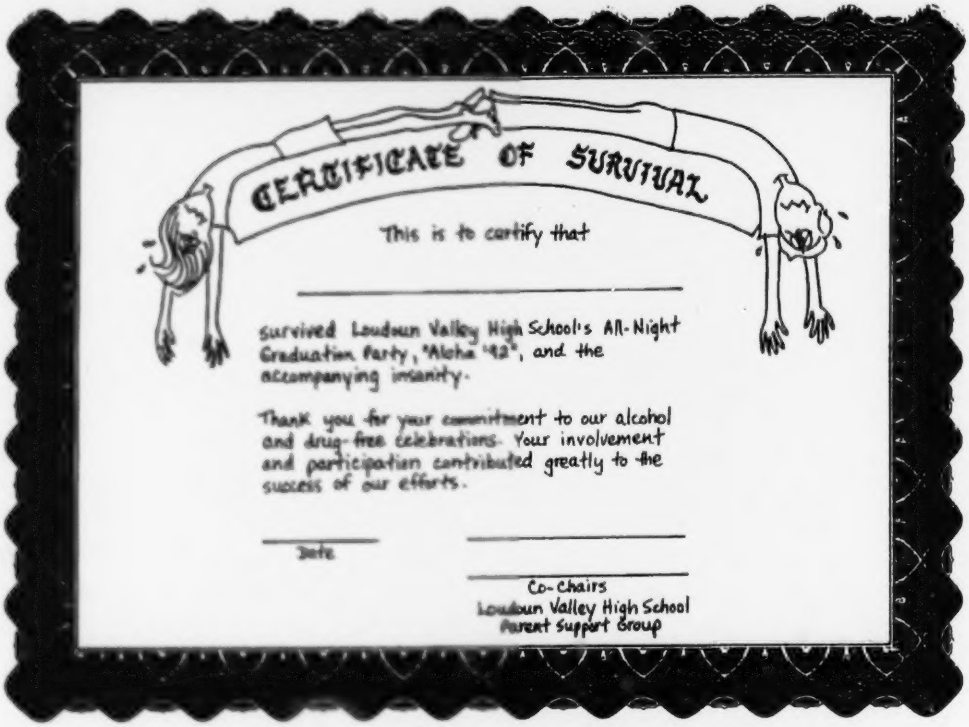
you know of any way you can help another committee chairperson, give them a call.
Sincerely, Carol Rollins (Chairperson)."

VOLUNTEER CERTIFICATE OF APPRECIATION. Loudoun Valley H.S., *Loudoun County.*



CERTIFICATE OF SURVIVAL

This is to certify that

____

survived Loudoun Valley High School's All-Night Graduation Party, "Aloha '92", and the accompanying insanity.

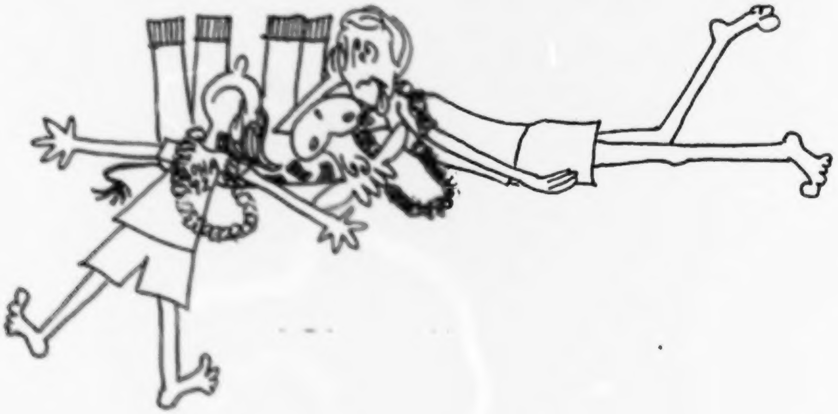
Thank you for your commitment to our alcohol and drug-free celebrations. Your involvement and participation contributed greatly to the success of our efforts.

______________ Date

____

____
Co-Chairs
Loudoun Valley High School
Parent Support Group

THANK YOU STATIONERY to all who helped. Yes, that's a cow. They did a Meadow Muffin Contest. Loudoun Valley H.S., *Loudoun County.*



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SMALL PARTIES

Small parties can be easier in many ways than those held for large classes. Go through the activity list in the Activity chapter. Many of these will be usable for a small party, just scale them down.

Be creative, flexible, and willing to adapt ideas to meet the needs of the group. The passive games (Guess How Many, Baby Bingo, Trivia, etc.) are particularly adaptable.

Try to find out in advance what the students *think* they would like to do. Contests, athletic activities, and music are almost always hits. Keep in mind there need to be fewer things happening at the same time but try to always offer a choice of two or three. Some activities such as games of chance may need to be scaled *way* down for a very small class.

Keep in mind your party will probably cost more per person than the larger schools' parties do. Renting large activity equipment (Velcro Jump, Human Bowling, etc.) will cost your school as much (you pay by the hour) as the large schools but you have fewer people to raise the money or buy tickets. *Be picky about what you choose to rent.*

CONSIDER:
- Aa progressive party
- A cruise on a party boat
- An out-of-town trip
- This may be the time to encourage everyone to bring one or two friends in order to have enough people to do some of the activities.
- Two or more smaller schools may wish to join together
- A small school ask to be invited to join a larger school's party. Of course, party committees will want (and expect) help from the parents and communities of ALL schools involved.

Don't ask the students to drive long distances as they will be very tired in the early hours of the morning and may have an accident which is what we're trying to prevent by having the party.

Consider the following suggestions and adapt them to fit **your** community's needs.

PROGRESSIVE ALL-NIGHT PARTY

- 1st home: Light snack food, dancing, music, fortune telling, contests, candid photos, door prizes
- School, community building, 3rd home: Carnival and/or casino games, prizes, more door prizes
- 2nd home: Pizza, buffet, barbecue, or sit-down dinner; + music, more door prizes
- Movie theater: movie; **or** Home: video movie **or** use of swimming pool, more door prizes
- Home or school: Breakfast, grand prize.

ALL-NIGHT PARTY ON-THE-MOVE Use school bus or vans for transportation
- Restaurant, home, school: fancy midnight supper, candid photos, Guess-How-Many, door prizes
- School: dance, carnival or casino games, fortune telling, graffiti wall, contests, prizes, food, more door prizes
- Other facility: movie, swimming, or other sports activity, more door prizes
- School or community facility: breakfast, grand prize

ALL NIGHT PARTY AT PARENTS' HOME Spread throughout the night.
- 12:00 - 2:30 a.m.: Music, dancing, food, photos, carnival and/or casino games, prizes, door prizes
- 2:30 - 4:30 a.m.: Video movie, make-overs, fortune telling, contests, more door prizes
- 4:30-5:00 a.m. Breakfast, grand prize

ALL-NIGHT PARTY ON PARTY BOAT
- Bus to boat with musical send-off and streamers (bon voyage party)
- On boat: dance, casino games, food, fortune teller, photos, contests, prizes
- Bus to school, restaurant, other facility: breakfast, carnival, door prizes

BE CREATIVE! Ask the students what THEY want to do. They probably have *very* definite ideas!

LACK OF RESOURCES

Be creative in overcoming any lack of resources. You may find it is a matter of asking for help rather than waiting for it to come to you. You may also find it is the *way* in which you ask.

LACK OF CASH Be creative in overcoming this need.

- Apply for mini-grants (DMV, community organizations, etc.)
- Hold fundraisers. (Some are even FUN!)
- Make equipment, decorations, food rather than buying or renting it.
- Ask for discounts and loans of equipment and supplies.
- Ask parents (as well as others) for donations.
- Charge (or charge more if already charging) for tickets.

LACK OF VOLUNTEERS Try to use PARENTS if possible but help may be available elsewhere:

- Get key parents involved and have them interest other parents.
- Use existing school organizations (PTA/PTO, Booster groups).
- Use students and/or student organizations (SADD, Student Government, etc.)
- Solicit help from:
  - Community organizations may plan and implement an activity (breakfast, carnival, games of chance, clean up, etc.)
    - Civic groups—Lions, Rotary, Kiwanis, Optimists, etc.
    - Church groups
  - City Council or Board of Supervisors, School Board, etc.
  - City or County substance abuse groups
    - ASAP (Alcohol Safety Action Program)
    - DARE (State Police Assoc.)
    - Just Say No
    - MADD (Mothers Against Drunk Driving)
    - County Community Resources Board
    - CADRE (Commonwealth Alliance for Drug Rehabilitation and Education—each school district should have a local CADRE)
  - School administration, faculty and staff—don't overlook superintendent, principal, teachers, counselors, coaches, secretaries, cafeteria workers, custodial staff.
  - Police, Sheriff, and Fire Departments
  - Chamber of Commerce and/or Jaycees.

LACK OF SUPPORT FROM SCHOOL ADMINISTRATION

- Give them as much information about the celebration as possible.
- Contact a nearby school with a successful program, ask their principal or superintendent to contact your administrator with positive information.
- Ask for a chance to prove it can work.
- Point out that parents (and/or students) will be doing most of the actual work; this should not add to the teachers' workload.

HELP EACH OTHER!

If there are several schools in the same general vicinity who are all having prom or graduation parties, consider joining forces for some or all aspects of party planning and implementation. By all means, share whatever information you can with neighboring schools. It will prove beneficial to everyone.

JOIN TOGETHER FOR FUNDRAISING

Two schools in Virginia Beach, Kempsville and Cox High Schools, jointly hold a Prom Dress Sale. See Funding Chapter for more information.

HOLD A "GRAND FINALE" PARTY

RAYSAC (Roanoke Area Youth Substance Abuse Coalition) has held a "Grand Finale" party each year in Roanoke. See Publicity Chapter for more information.

GIVE ONE PARTY FOR SEVERAL SCHOOLS

The Charlottesville City and Albemarle County schools join together to hold one joint party after their four individual proms which are all held separately but on the same night. The Community Action Council coordinates, plans, and implements the After-Prom Celebration, *"All Night Long,"* which is held in "The Cage" at the University of Virginia. All festivities are free with a validated prom invitation from the student's school.

The five Buchanan County high schools join together to hold one joint After-Prom party on the night of their individual proms. School staff, principals, class sponsors, school board members as parents are all involved to coordinate this effort.

FORM A REGIONAL ORGANIZATION

✔ Thirty-eight public and private schools in the Northern Virginia area (Arlington, Fairfax, Loudoun and Prince William Counties, Alexandria and Falls Church City, 3 private parochial schools) have joined together to form **Northern Virginia Project Graduation**. The organization provides resources and information, solicits major businesses and organizations common to all or most of the schools, and provides a grand prize for each school. Each school plans and implements their own individual party but all follow the same general party guidelines. Each school agrees not solicit from the regional corporate donor list. This group has found that they can:

- Share information about all aspects of the party.
- Order items in quantity for a better price.
- Support new party chairpersons.
- Share facilities, decorations, and equipment between schools.
- Hold joint fund raisers.
- Obtain donations that would not be available to individual schools.
- Work with donors to distribute items equitably between schools.
- Set up deliveries for supplies to be received by all (pizza, soft drinks, etc.)
- Generate area-wide publicity

✔ The Henry County and Martinsville City Schools have joined together to form **"Clean Teen"** which operates very much like Northern Virginia Project Graduation.

✔ The ten Virginia Beach high Schools have joined together to form "Celebrate Life Citywide" which also operates very much like Northern Virginia Project Graduation.

What is Northern Virginia Project Graduation?

Northern Virginia Project Graduation is an umbrella organization of volunteers currently representing 38 public and private high schools in the Northern Virginia area. They have joined together to share information and resources while soliciting regional support for their respective all-night alcohol-free and drug-free graduation celebrations. Northern Virginia Project Graduation has been designated as a charitable [501(c)(3)] organization by the Internal Revenue Service and is registered as an exempt organization under the Virginia Solicitation of Contributions Statute.

The nucleus of this organization began in 1987 when one school hosted the first such alternative graduation celebration in our area. Membership in the regional organization has steadily grown as the news and success of Project Graduation spread. In 1988, 19 area high schools held all-night celebrations with 6,500 graduates attending. From there we have grown to the 38 schools with approximately 11,000 graduates attending.

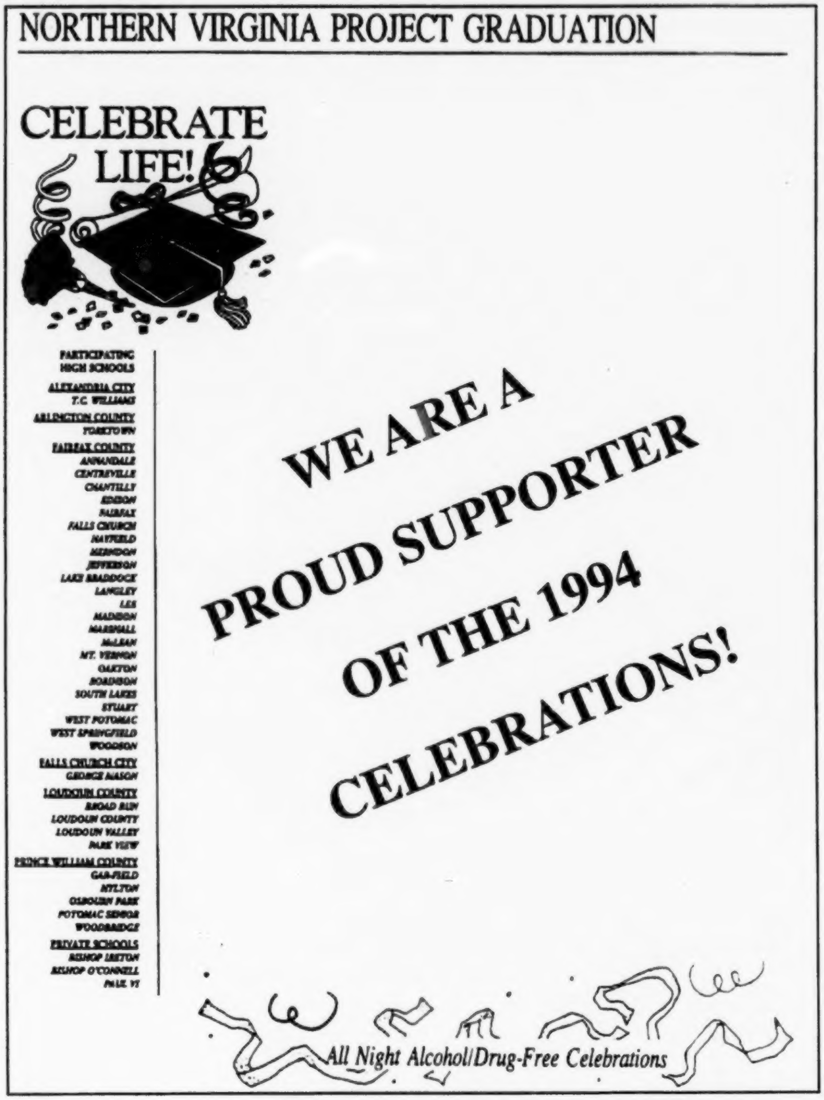
Why Northern Virginia Project Graduation? A cornerstone of this effort is the commitment to provide our graduating seniors a safe, supervised fun-filled, memorable all-night graduation celebration in an alcohol-free and drug-free environment. Our aim is to change what has become an annual tragedy—losing our youth to the deadly mix of drugs, alcohol and driving, at what should be their time of triumph. If we can help save one life, or prevent one serious injury, we will have succeeded.

Northern Virginia Project Graduation and its diverse membership from large and small, rural and suburban schools *is* succeeding. The number of schools offering celebrations has grown and each year the number of seniors participating increases. While each of these all-night celebrations may differ in theme, all offer the graduating seniors a passport to a night full of activities, contests, prizes, fun and fellowship with their classmates.

The effort begins in each community with a handful of parents and volunteers committed to provide their seniors with a tragedy-free graduation night, modeled after the success and based on the guidance offered by organizations such as ours. But the success of any all-night graduation celebration is a compilation of efforts. These celebrations are possible through the efforts of parents and volunteers, the backing of schools and local government, and the generous support of business, professional, religious and community organizations.

We are building a tradition and invite you to join us—parents, schools, and communities— as we invest in each graduate. These all-night alcohol-free and drug-free graduation celebrations are truly a gift—a gift of life and the preservation of it.

POSTER given to all donors of the regional group as well as all donors for each of the 38 individual celebrations. *Northern Virginia Project Graduation.*



NORTHERN VIRGINIA PROJECT GRADUATION

CELEBRATE
LIFE!

PARTICIPATING
HIGH SCHOOLS

ALEXANDRIA CITY
T.C. WILLIAMS

ARLINGTON COUNTY
YORKTOWN

FAIRFAX COUNTY
ANNANDALE
CENTREVILLE
CHANTILLY
EDISON
FAIRFAX
FALLS CHURCH
HAYFIELD
HERNDON
JEFFERSON
LAKE BRADDOCK
LANGLEY
LEE
MADISON
MARSHALL
McLEAN
MT. VERNON
OAKTON
ROBINSON
SOUTH LAKES
STUART
WEST POTOMAC
WEST SPRINGFIELD
WOODSON

FALLS CHURCH CITY
GEORGE MASON

LOUDOUN COUNTY
BROAD RUN
LOUDOUN COUNTY
LOUDOUN VALLEY
PARK VIEW

PRINCE WILLIAM COUNTY
GARFIELD
HYLTON
OSBOURN PARK
POTOMAC SENIOR
WOODBRIDGE

PRIVATE SCHOOLS
BISHOP IRETON
BISHOP O'CONNELL
PAUL VI

WE ARE A
PROUD SUPPORTER
OF THE 1994
CELEBRATIONS!

All Night Alcohol/Drug-Free Celebrations

BEST COPY AVAILABLE

JUST FOR STUDENTS

Sometimes its the students who really want to have the party but they can't convince any organized group to help them. The class or club sponsor says the project is *too* big, etc. But, they are determined to find a way.

✔ YOU WANT A PARTY BUT YOU CAN'T FIND ANYONE TO SPONSOR IT.

- Convince the class advisor(s), club sponsor(s), or principal of the need, importance, and desire to hold an after-prom or graduation celebration.
- Hold a meeting of all interested persons.
    - Personally invite as many parents as possible—and get your friends to do the same.
    - Personally invite as many community representatives, newspaper reporters, radio station news staff, law enforcement, DARE Officers, and community substance abuse staff as possible. Ask the class or club advisor, your school guidance counselor, or school secretary to help you find the names, addresses and phone numbers of these people.
- Go to the meeting with a plan. Show them a copy of this guide. Convince these people the project is needed and that students will attend. Ask for their help.

✔ YOU TRIED GETTING THE ADULTS TOGETHER BUT THEY THINK IT'S TOO MUCH EFFORT AND NO ONE WILL COME. (They're NOT going to help.)

- Find one adult—ANY adult. Adults usually do not have to be school employees to sponsor a club or activity.
- Solicit the backing of the school principal. You will need it for insurance purposes and to order and purchase supplies, equipment, etc.
- Use this guide book and plan the party.

✔ PARENTS ARE HOSTING AN AFTER-PROM OR GRADUATION CELEBRATION AND YOU WANT TO HELP—BUT THEY DON'T SEEM TO WANT YOU.

- Call Party Chairperson and ask to represent students on the Steering Committee.
- Offer to put together a survey to find out what the students would like at the party.
- Offer to do something specific for the party.

RESOURCES

Following is a list of names and addresses of businesses who offer equipment, services and supplies that *may* be helpful to you.

THE PRINTING OF THIS LIST IS A SERVICE, AND SHOULD *NOT* BE CONSIDERED AN ENDORSEMENT by Operation Prom/Graduation, the Virginia Department of Education, The Virginia Department of Motor Vehicles, or the Virginia State Police Association.

This list is current as of 10/1/94. There are many other suppliers for all of the areas—this is a starting point. Items available for sale are available throughout the U.S. Vendors who supply equipment and services are all willing to cover a fairly large area. Call and ask if they serve your area or if they know someone near you that could supply the items.

FREE CATALOGS

Accent Annex 800/322-2368
1120 S. Jeff Davis Parkway
New Orleans, L 70125-9901
Items Offered: FREE catalog: Mardi Gras decor and favors; ther theme items and novelties

Anderson's 800/328-9640
4875 White Bear Parkway
White Bear Lake, MN 55110
Items offered: FREE Catalog: decorating supplies and equipment, theme ideas

Oriental Trading Co., Inc. 800/228-2269
P.O. Box 3407
Omaha, Nebraska 68103
Items offered: FREE Catalog: novelties, balloons, some decorations, carnival game prizes

Paradise Products, Inc. 800/227-1092
P.O. Box 568
El Cerrito, CA 94530-0568
Items offered: FREE Catalog: novelties, theme party supplies, carnival equipment

Prom Nite 800/328-5393
P.O. Box 10833
St. Paul, Minnesota 55110
Items offered: FREE catalog: decorating supplies and equipment, theme ideas

Stumps 800/348-5084
Box 305
South Whitley, Indiana 46787-0305
Items offered: FREE Catalog: decorating supplies and equipment, theme ideas

U.S. Toy Co., Inc. 800/255-6124
1227 E. 119th Street
Grandview, Missouri 64030
Items offered: FREE Catalog: carnival game equipment, prizes

ACTIVITIES

Affordable D.J.s 800/300-8686; 804/898-2936
P.O. Box 1223
Grafton, VA 23692
Items offered: D.J.'s, Karaoke, special lighting

Airball, Inc. 704/264-6600
P.O. Box 1116
Boone, NC 28607
Contact: Dana Addison
Items offered: Interactive games

Amusitronix 202/364-2984
P.O. Box 5538
Washington, D.C. 20016
Contact: Melissa Wray
Items offered: Virtual Reality, music videos, Karaoke, superimposed photos, MORE!

Barbara Coppersmith & Associates 800/745-2287
3515 Melvil Dewey, Suite 205
Metairie, LA 70002
Items offered: Interactive games, Karaoke, MORE!

Beryl Marketing, Inc. 301/948-5462
5 Wonder View Court
Gaithersburg, MD 20878
Contact: Ross Kruglak
Items offered: Video buttons, *temporary tattoos*

Caricatures by Jason Levinson & Co. 301/854-0406
11625 Sun Circle Way
Columbia, MD 21044
Contact: Jason Levinson
Items offered: Caricatures

Caricatures for All Occasions 823-3580
21 West Taylor Run Parkway
Alexandria, VA 22314
Contact: Peter Scott
Items offered: Caricatures

Entertainment, Inc. 301-627-0803
also known as **Music Video Productions**
14649 Colonel's Choice Road
Upper Marlboro, MD 20772
Contact: Jim Libert
Items offered: Video recording booth; money machine, MORE!

Fun Services 703/550-9262; 800/447-7FUN (7386)
P.O. Box 308
Springfield, VA 22150
Items offered: Carnival games and prizes

Gyro/Motion 804/430-1384
2749 Orleans Way
Virginia Beach, VA 23456
Contact: Michael Golden
Items offered: Orbitron/human gyro

Mid-Atlantic Climbing School 703/667-0030
212 East Cork Street
Winchester, VA 22601
Contact: Diane Kearns
Items offered: Wallclimbing activity: simulates mountain climbing

Roving Records 301/843-6688; Fax: 301/843-7284
1011 Garner Road
Waldorf, MD 20601
Contact: John Roberts
Items offered: DJ, Karaoke, robotic boxing, MORE!

Sound Graphic DJ's 703/323-0523
14997 Carlsbad Road
Woodbridge, VA 22193-1657
Items offered: DJ's

Starbrite Productions, Ltd. 703/978-5730
4401 Jensen Place
Fairfax, VA 22032
Contact: Brian Colbus, Heat Brite
Items offered: Karaoke, D.J.

Sussman Sounds 301/840-9021
122 Lazy Hollow Drive
Gaithersburg, MD 20878
Contact: Mike Sussman
Items offered: DJ, video, Interactive games: Velcro jumping, Sumo wrestling, casino equipment, Bungee Run, Gladiator Jousting, MORE!

Talk of the Town 301/770-2431
6426 Needleleaf Drive
Rockville, MD 20852
Contact: Steve Rothenberg
Items offered: Interactive games: Velcro jumping, Sumo wrestling, Karaoke, casino equipment, Video Surfing, Bungee Run, Spaceball, MORE!

Taylor Entertainment Group 800/483-8026
Route 4, Box 1281
Rocky Mount, VA 24151
Contact: Don Taylor
Items offered: D.J., Laser Karaoke, MORE!

Video Buttons, Inc. 301/762-9115
10401 Lloyd Road
Potomac, MD 20854
Contact: Karin Currie
Items offered: Video photo buttons

Washington Talent Agency 301-468-5700
11900 Parklawn Drive, Suite 150
Rockville, MD 20852-2624
Contact: Jeff Rubin
Items offered: Video & sound booths, bands, DJ's, caricatures, magicians, impersonators, etc.

SUPPLIES AND SERVICES

Advanced Graphics 510/432-9259
941 Garcia Avenue
Pittsburg, CA 94565-5038
Items offered: Life-like Standups.

Alpenglow Cider 800/462-1867
Route 1, Box 35
Linden, VA 22642
Contact: Matthew White, Marketing Director
Items offered: Non-alcoholic sparkling cider packaged in foiled "champagne" bottles.

Balloons by Winnie 703/371-2476
79 Beagle Road
Fredericksburg, VA 22405
Items offered: Balloon decor by Master Balloon Artist

Celebrations! 703/264-7993
11600 Sourwood Lane
Reston, VA 22091
Items offered: Balloon decor by Certified Balloon Artist

Chemical Light, Inc. 1-800/FOR-GLOW (1-800/446-3200)
#5 Messner Drive
Wheeling, IL 60090
Items offered: Glow in the dark novelty products

Confetti 703/646-5806
Route 2, Box 390
Marion, VA 24354
Contact: Gary or Rhonda Heath
Items offered: Specialty advertising items

Fairfax Screen Printing 703/435-3174
623 Carlisle Drive
Herndon, VA 22070
Contact: David Haas
Items offered: T-shirts, custom screenprinting, graphic design, advertising specialties

Image Designers, Inc. 804/355-8500; 800/296-4624
2028 Dabney Road #18
Richmond, VA 23230
Contact: Randy Farrar
Items offered: T-shirts, Custom screen printing, graphic design, advertising specialties

JAM Grafx 703/802-0200; 800/410-0200
14504-F Lee Road
Chantilly, VA 22021
Contact: Jay Malanga
Items offered: T-shirts, custom screenprinting, graphic design, advertising specialties

Jerome Russell 818/701-5155
9300 Mason Avenue
Chatsworth, CA 91311
Items offered: Temporary Tattoos—*decals*. MUST order in fairly large quantities.

Liquid Light 1-800/228-6890; Fax: 415/321-8991
189 Constitution Drive
Menlo Park, CA 94025
Items offered: Glo-lite products

Polaroid Corporation
7423 South Reach Drive
Fairfax Station, VA 22039
Contact: Lynda Parker at address above ***OR***
Contact supplier: **Fuller & d'Albert** 800/752-5394
Items offered: Polaroid cameras, film, frames, key chains, buttons, cutters, etc.

Promotional Concepts 804/747-8800
3951 Westerre Parkway, Ste. 325
Richmond, VA 23233
Contact: Kim Rossi
Items offered: Custom advertising specialties

Temptu Marketing, Inc. 212-675-4000
26 W. 17th Street, Floor #5
New York, NY 10011
Items offered: Temporary Tattoos—*paint on*

VIDEO TAPING SERVICES

A Video Keepsake 703-760-7630
513 Quaint Lane
Vienna, VA 22182
Contact: Katrina Garland
Items offered: Will tape prom, graduation, and/or OP/G celebration.

Blue Ridge Digital 703/929-5290
9127 Lookout Lane
Bent Mountain, VA 24059
Contact: Rick Romanus
Items offered: Will tape prom, graduation, and/or OP/G celebration.

R.A.M. Production Service, Inc. 703/569-7277
8316 Garfield Court
Springfield, VA 22152
Contact: Ray Milograno
Items offered: Will tape prom, graduation, and/or OP/G celebration.

FUNDRAISING

Glamour Shots 1-800-GLAMOUR
P.O. Box 25669 (1-800-452-6687)
Oklahoma City, OK 73125
Items offered: Fundraising opportunity using Glamour Shot photos.

OTHER PLACES TO LOOK:

✔ **Telephone book yellow pages**:
- For game equipment and prizes
  - Amusements; Games; Advertising Novelties; Advertising Specialties; Novelties; Carnival Supplies
- For velcro table clips
  - Restaurant Supplies
- For helium
  - Gas—Industrial & Medical, Cylinder & Bulk
- For bands, D.J.'s, mirrored balls, special lighting effects
  - Music; D.J.; Bands; Dances; Rentals; Entertainment
- For Caricatures
  - Caricatures; Entertainment; Artists, Commercial
- For Balloon decor
  - Balloons
- For Balloon animals, balloon hats
  - Clowns; Balloons—Novelty and Toy

✔ **Rental Companies** usually put out small catalogs or lists of products they carry. They sometimes include helium & table clips as well as party equipment.

✔ **Neighboring school**. Check to see if they have ever used what you are looking for. Maybe they have some left over or can give you the name and address or phone number of the supplier.

BE RESOURCEFUL.

- If the person or company you call doesn't have what you want to need, ask them if they know who does have it.
- If the price is more than you can afford, ask them if there is any way it can be provided cheaper. Perhaps your organization can provide some of the manpower to load or unload, provide transportation expenses, etc. If more than one school in the area uses them over a two-night period, would the price be cheaper.
- If what you want is already booked for that night, ask if they have any suggestions of comparably priced or equally (or more!) exciting activities.

THE VIRGINIA OPERATION PROM/GRADUATION HONOR ROLL AWARDS PROGRAM

Each year all public and private high schools in Virginia are invited to submit an application for the Virginia Operation Prom/Graduation Honor Roll Awards. Six schools are selected annually to receive monetary awards.

The Purpose

The purpose of this recognition program is to provide an incentive for all public and private high schools in Virginia to hold alternative alcohol/drug-free celebrations for teens during the two highest risk social seasons of the year — prom and graduation — and to encourage schools to share celebration ideas for use in the planning guide and/or workshops for the benefit of everyone.

☆☆☆

Eligibility Criteria

All public and private high schools as well as community service organizations (PTA, PTO, Community Action Council, etc.) in the state are eligible to participate. Judging is based on the use of available resources, involvement of the community, creativity, and willingness to share information and ideas.

☆☆☆

Application Process

- Notification letters and applications are sent to the "All Night Party Committee" at each high school early in the calendar year (January - March).
- Schools are requested to notify OP/G of their intent to apply and to give the date, time and place of their celebration. Every effort will be made for someone on the OP/G Team to attend the celebration. Failure to visit the celebration does not in *any* way change the school's eligibility.
- Applications are due on July 15.
- ALL requested information requested *must* be provided within the five page application limitation plus the requested cover page(s).
- Supplemental materials are encouraged as they may be used in the selection process as well as for displays at workshops and in new editions of the planning guide.

☆☆☆

Selection Process

- The selection committee meets in late August or early September.
- The first vote is based solely upon the written application. Supplemental materials are reviewed before following votes are taken.

The Selection Committee

The Honor Roll Selection Committee, comprised of five to eight individuals, is identified on an annual basis. Representatives of OP/G, the Virginia Departments of Education and Motor Vehicles and the Virginia State Police Association are always included. Others with an interest and knowledge of the program may be invited to participate.

☆☆☆

Awards

Awards include a $500 check to be used for the following year's celebration and a plaque to hang in the school's office. The Award of Distinction is a handsomely framed resolution signed by the Virginia Department of Motor Vehicles Commissioner and the Virginia Department of Education State Superintendent of Public Instruction.

☆☆☆

THE HONOR ROLL 1990 — 1994

NOTE: Schools are listed alphabetically.

In 1990, the awards were funded by **Pepsi-Cola, Company, Virginia State M.A.D.D., Virginia State Police Association** and **Virginia Association of Driver Education and Traffic Safety**.

From 1990-1993 all plaques were provided by the **Virginia Department of Motor Vehicles**.

From 1991-1993 all cash awards were funded by the **Virginia State Police Association**. In 1994, both the cash awards and all plaques were provided by the **Virginia State Police Association.**

☆☆ 1990 ☆☆

- **Christiansburg High School**, *Montgomery County Schools;* $250
- **James River High School**, *Botetourt County Schools*; $250
- **Madison County High School**, *Madison County Schools; $500*
- **Magna Vista High School**, *Henry County Schools;* $500
- **Park View High School**, *Loudoun County Schools*; $1000

☆☆ 1991 ☆☆

All schools received $500.

- **Centreville High School**, *Fairfax County Schools*
- **Franklin County High School**, *Franklin County Schools*
- **Gloucester High School**, *Gloucester County Schools*
- **Madison County High School**, *Madison County Schools*
- **Martinsville High School**, *Martinsville City Schools*
- **Randolph-Henry High School**, *Charlotte County Schools*

☆☆ 1992 ☆☆

All schools received $500.

- **Loudoun Valley High School**, *Loudoun County Schools*
- **Madison County High School**, *Madison County Schools*
- **Martinsville High School**, *Martinsville City Schools*
- **Northside High School**, *Roanoke County Schools*
- **Northumberland High School**, *Northumberland County Schools*
- **South Lakes High School**, *Fairfax County Schools*

☆☆ 1993 ☆☆

- **Buckingham County High School**, *Buckingham County Schools;* $500
- **Central High School**, *Shenandoah County Schools;* $500
- **Colonial Heights High School**, *Colonial Heights City Schools;* $500
- **Council High School, Garden High School, Grundy Senior High School, Hurley High School, Whitewood High School**, *Buchanan County Schools*; $500
- **Poquoson High School**, *Poquoson City Schools*; $500
- **W. T. Woodson High School**, *Fairfax County Schools;* $500

☆ *1993 AWARDS OF DISTINCTION* ☆

These awards have no monetary value. They recognize meritorious and distinctive efforts over a period of time.

- **Madison County High School**, *Madison County Schools*
- **Park View High School**, *Loudoun County Schools*

☆☆ 1994 ☆☆

- **Colonial Heights High School**, *Colonial Heights City Schools; $500*
- **Broad Run High School**, *Loudoun County Schools;* $500
- **Council High School, Garden High School, Grundy Senior High School, Hurley High School, Whitewood High School**, *Buchanan County Schools*; $500
- **J. J. Kelly High School**, *Wise County Schools; $500*
- **Madison County High School**, *Madison County Schools*; $500
- **Midlothian High School**, *Chesterfield County Schools*; $500

☆ *1994 AWARDS OF DISTINCTION* ☆

These awards have no monetary value. They recognize meritorious and distinctive efforts.

- **Fairfax High School**, *Fairfax County Schools*
- **Middlesex High School**, *Middlesex County Schools*
- **South Lakes High School**, *Fairfax County Schools*

APPENDIX

SAMPLE COMMITTEE REPORT.

ALL NIGHT PARTY COMMITTEE REPORT

19___

(Name of School)

COMMITTEE: ____

Chairman: ______________________________ Phone: ______________

Co-Chairman: ____________________________ Phone: ______________

Total number of Committee Members: ________

List names and phone numbers: ______________________________

____

____

____

____

Hours that activity was held during the party: _____ _. M. to ____ A.M.

Budget: Estimated $ _________ Actual $ _________

COMMITTEE REPORT: Add additional sheets as necessary.

1. List each major action taken by the committee along with the date.
2. Add drawings and/or examples whenever possible.
3. Make recommendations for any changes you feel would improve this activity for another year.
4. Add any comments about the party in general.

* * * * *

SAMPLE CARNIVAL GAME REPORT for use of Carnival Committee. Could be adapted for use of ANY committee—particularly Activity committees.

CARNIVAL GAME ACTIVITY REPORT

Carnival Game:

Description:

Prizes:

Volunteers needed:

Set-up required: (time needed, # of persons, tools & equipment, etc.)

Materials: List Source, Cost, and how & where acquired

Comments:

SAMPLE EXPENSE VOUCHER to be submitted by committee members to Treasurer for reimbursement. All Night Long (Albemarle H.S., Charlottesville H.S., Western Albemarle H.S.), *Albemarle County, Charlottesville City Schools.*

EXPENSE VOUCHER

Date ____________

-ALL NIGHT LONG-

PAY TO: ______________________________

ADDRESS: ______________________________

____

MAIL TO: DARLA ULLERY
ROUTE 1, BOX 252
AFTON, VA 22920

FOR: (BE SPECIFIC)	Merchant Items Purchased From or Account Name if Charged	AMOUNT
	PLEASE ATTACH RECEIPTS.	TOTAL $ __________

Requested by: ______________________________

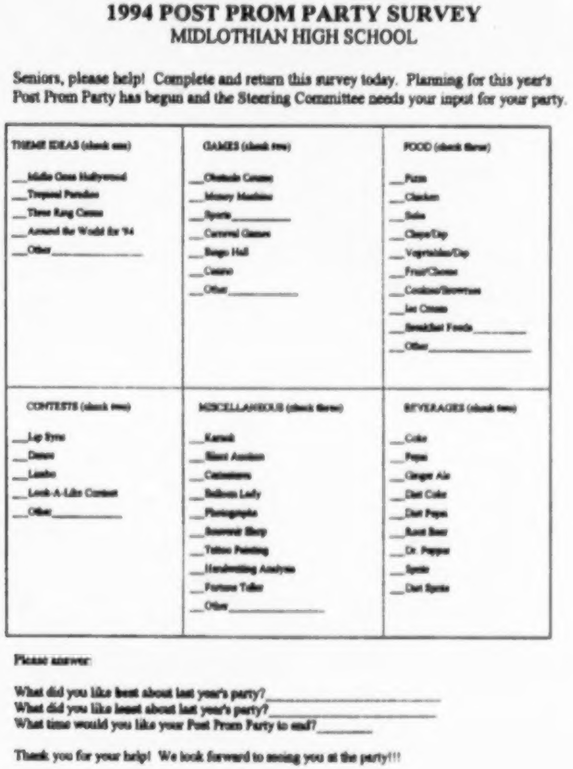
Approved by: ______________________________ Chairman

______________________________ Committee

PROCEDURE

1. When individuals incur or are to be reimbursed for expenses, a voucher should be obtained from the chairman of the appropriate committee.
2. The voucher must be completed and submitted to the Treasurer along with the invoice or receipt from the supplier.
3. A voucher may be prepared for one or more expenditures from the *same* committee. If expenditures from one or more than one committee are being submitted, separate vouchers, *each* signed by the appropriate chairman, must be used.

SAMPLE *BEFORE* PARTY STUDENT SURVEY. Survey done early in year to solicit ideas for current celebration. Midlothian H.S., *Chesterfield County.*



1994 POST PROM PARTY SURVEY
MIDLOTHIAN HIGH SCHOOL

Seniors, please help! Complete and return this survey today. Planning for this year's Post Prom Party has begun and the Steering Committee needs your input for your party.

THEME IDEAS (check one)	GAMES (check two)	FOOD (check three)
__Midlo Goes Hollywood __Tropical Paradise __Three Ring Circus __Around the World for '94 __Other__________	__Obstacle Course __Money Machine __Sports__________ __Carnival Games __Bingo Hall __Casino __Other__________	__Pizza __Chicken __Subs __Chips/Dip __Vegetables/Dip __Fruit/Cheese __Cookies/Brownies __Ice Cream __Breakfast Foods________ __Other__________
CONTESTS (check two)	**MISCELLANEOUS (check three)**	**BEVERAGES (check two)**
__Lip Sync __Dance __Limbo __Look-A-Like Contest __Other__________	__Karaoke __Silent Auction __Caricatures __Balloon Lady __Photographs __Souvenir Shop __Tattoo Painting __Handwriting Analysis __Fortune Teller __Other__________	__Coke __Pepsi __Ginger Ale __Diet Coke __Diet Pepsi __Root Beer __Dr. Pepper __Sprite __Diet Sprite

Please answer:

What did you like best about last year's party?______________________
What did you like least about last year's party?______________________
What time would you like your Post Prom Party to end?________

Thank you for your help! We look forward to seeing you at the party!!!

SAMPLE AFTER-PARTY STUDENT SURVEYS

Madison County High School, *Madison County*

Dear Student,

In order to help the After Prom Party Committee evaluate this year's party AND to help with the planning of next year's after prom event, we would appreciate your comments and suggestions. Please complete this form and leave it in the special PARTY box in the Main Office by Friday, May 25.

1. Did you attend the After Prom Party at the American Legion Hall?
   Yes ____ No ____
2. If you did not attend the After Prom Party, why did you not attend?
3. Based on comments that you heard about this year's party would you attend next year?
   Yes ____ No ____ Maybe ____
4. If you left the After Prom Party early, why did you leave?
5. What did you like about the After Prom Party?
6. What foods did you particularly like?
7. Any suggestions or improvements for next year?

****

James River High School, *Botetourt County*

QUESTIONNAIRE

1. Are you a junior or a senior? (circle one)
2. Did you attend the Prom this year? yes or no (circle one)
3. Did you attend the After-Prom party this year? yes or no (circle one)
4. If you did **not** attend the after-prom party this year, could you briefly tell us why? (Did not want to stay out all night, parents would not allow me to stay out all night, attended another party, no interest, etc.)
   If you **did** attend the after-prom party, please answer the following questions so we can make next year's party an event bigger success.
5. Concerning the location of Limestone Park, what did you like or not like about an outdoor park compared to a large room inside a building?
6. Concerning the favors that were given to you (T-shirts, stadium cups, buttons), what did you like or not like about them? Any suggestions on what you would like to see next year?
7. Did you like the Disc Jockey that played? ___ Would you have preferred a band? ___ Comments:
8. How did you enjoy the other entertainment (movies, tennis, volleyball, video games, pinball, goofy carnival games, ping pong)?
   What would you like to see different next year?
9. Did you feel the Security people or the parents interfered in your activities?
10. Please comment on your reaction to the food. (Did you get enough to eat? Was it the kind of food you like to eat? Was it where you could get to it easily? Do you have other suggestions?)
11. Did you win a door prize? yes or no (circle one) Did you think the kind of prizes given were what you wanted to win?_____ Were there prizes you thought we should have had or not had?
12. On a scale of 1 to 10 with 10 being the highest rating, how would you rate the After-Prom party? 1 2 3 4 5 6 7 8 9 10 (circle one) Any other comments you wish to make?

Thanks for completing this survey. We hope to see you next year on the "ALL KNIGHT FLIGHT!!!"—James River High School PTSA

****

BEST COPY AVAILABLE

GOVERNMENT INVOLVEMENT: Resolution first submitted by Madison County H.S., *Madison County*, 1990. Presented here by Midlothian H.S., *Chesterfield County*.

NO ALCOHOL OR DRUGS RESOLUTION

WHEREAS the two highest risk nights for teens are prom and graduation, with some parents seeming to condone parties where alcohol and drugs are available;

WHEREAS students need an alternative to drugs and alcohol to which they can and will say "YES;"

WHEREAS in 1992, 85% of Virginia high schools participated in Operation Prom/Graduation's alcohol and drug-free parties for students;

WHEREAS many parents of Midlothian High School Juniors and Seniors, with financial support from the local and surrounding business community, are working to provide an alternative 'no alcohol or drugs' party following the May 14 Prom;

WHEREAS communities all over Virginia are reaching in many ways to their young people with love and concern, encouraging them to "Celebrate Life;"

BE IT RESOLVED that the Chesterfield County Board of Supervisors declare the weekend of May 14, 15, 16, 1994, to be drug and alcohol-free among the teen AND adult population of Chesterfield County;

AND BE IT FURTHER RESOLVED that adults be encouraged to provide a positive, no alcohol and drugs example for our youth, particularly at the high risk times of prom and graduation, in an effort that we not only change lives, but save them.

SIGNED THIS ______ day of April, 1994

BEACH WEEK BULLETIN. The following bulletin was issued following a 1993 panel discussion hosted by Parents Association to Neutralize Drug and Alcohol Abuse (PANDAA). The panel featured an Ocean City, MD, police officer, an Ocean City paramedic, and an Easton, MD, Hospital Emergency Room nurse regarding teens and "Beach Week." While this information pertains directly to Ocean City, much of the information applies to *many* Eastern Mid-Atlantic beach areas. It was suggested by the panel that parents discuss Beach Week plans with their teens—regardless of which beach the students plan to visit.

1. There is a city noise ordinance which allows the police to go into any party or other gathering which creates noise that can be heard 50 feet away. Last year they made over 1000 arrests under this ordinance, three quarters of them in May and June.
2. There is a new ordinance which allows the police to go after property managers and owners for party violations. The police know where the "problem" areas are and target them. If you rent a condo or other property for your student and then do not provide adequate supervision, you may be putting yourself at risk of prosecution for any violations which occur there—especially if the police go after the landlord.
3. There is a city ordinance against drinking in public. This means that you are not allowed to walk down the street or the boardwalk with an open beer can.
4. If you are under age and are caught drinking or driving while intoxicated, you will be arrested. THERE ARE NO EXCEPTIONS!
5. If your student is 18 and is arrested at a party where there are younger students and alcohol, your student can be charged not only with under age drinking, but also with providing liquor to minors.
6. Pedestrians are not necessarily safe. The last fatality last year was a 19 year old pedestrian (blood alcohol content: .24), who was hit by a 17 year old driver (blood alcohol content: .05).
7. There are undercover police officers on the boardwalk who offer to sell drugs to beach goers. If you purchase from one of them, you will be arrested. NO EXCEPTIONS!
8. OCEAN CITY DOES NOT HAVE A FULL SERVICE, 24-HOUR EMERGENCY FACILITY. The closest one is in Salisbury which is 30-60 minutes away depending on traffic and other conditions.
9. Ocean City emergencies do NOT have first priority on the police helicopter because they are the only community that staffs its ambulances with paramedics.
10. Ocean City has two local medical centers which are open between 7 a.m. and 7 p.m.
11. NONE OF THE AVAILABLE MEDICAL FACILITIES ACCEPTS INSURANCE! TO RECEIVE SERVICES, YOU MUST HAVE CASH, CHECK OR CHARGE. SOME ACCEPT CASH ONLY.
12. NONE OF THE MEDICAL FACILITIES WILL ACCEPT MINORS FOR TREATMENT.
13. Many young people needing medical attention do not have any identification. Your student cannot be treated until the medical personnel know who she/he is and what the medical history is. Many also do not have an emergency number where their parent can be reached. It does not take very much alcohol to get a

teenager or inexperienced drinker into serious trouble. Protect them by encouraging them not to drink and ensuring that they carry proper identification at all times.

14. Many adults find that Ocean City is out of control for them when they come with a group of other adults. therefore, imagine the pressures on your student!

15. The best protection you can give your students is to BE THERE WITH THEM. You do not have to follow them around, but they should know that you will provide them with a safe place to party and will be there to help them out of any "sticky" situation they find themselves in. There are alcohol free clubs for young people. Encourage your student to frequent these.

* * * * * * *

WHEN IT INVOLVES YOUTH, LET'S BE POSITIVE.

"I know! I know!! I know!!! I hear it all of the time. 'At risk youth.' What does that mean anyway? Dropouts. Teen suicide. Teens killing teens. Teen moms. Gangs. Crack. Alcohol. Cigarettes. Lost generations. It all gets so depressing.

"So, I look for the lighter side, the positive side, and it is not found easily. It is not on the evening news. It is not found in the daily newspaper. Nor from the government and private groups that collect data and provide us with mountains of statistics. I've got to get radical to see the other side of teen life. I've got to reverse statistics. You know. If 45% of teens do XYZ, then 55% don't. Of I become even more radical. I stop shaking my head in agreement, when someone says 'isn't it bad, what is happening to these kids?' Yeah, it's bad, but it is not all bad.

"The YMCA of the USA National Board Resolution on Youth Development passed November, 1989, calls on us to 'see youth as assets, not as problems to be solved.' That's not a bad idea.

"You know, young people are doing many good things—really! The majority don't drop out of school. The majority don't get pregnant. Most are drug free. They all are not gangsters. The last time I checked, most were choosing life over death. Many volunteer their time and money. And you know what? The majority of our youth are polite and don't really mind adults being around. As long as we know our place, of course.

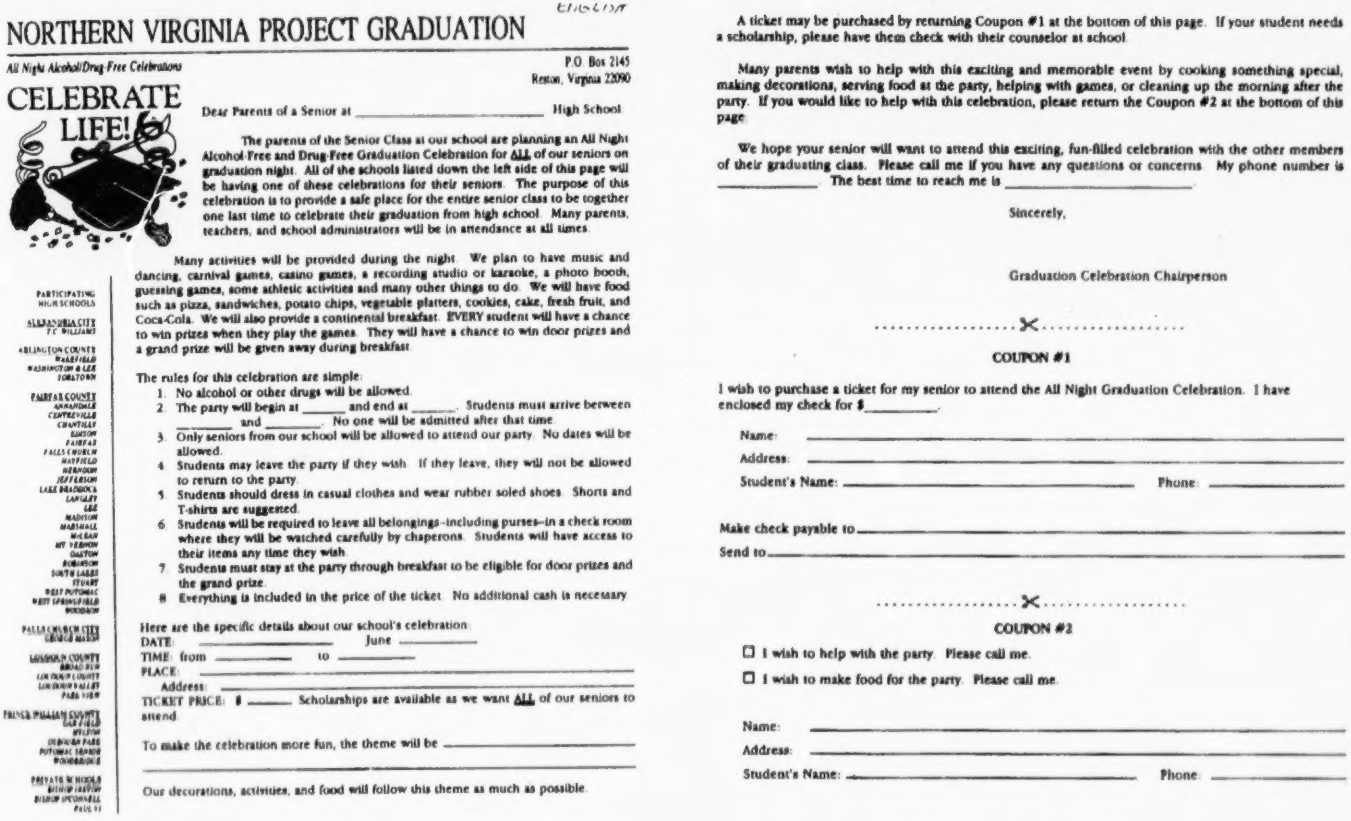
"All of this is to say: Let's be positive and supportive of youth. Let us:

- Talk about youth development, youth at strength, or just plain youth—versus youth at risk;
- Recognize that youth HAVE problems, and that they are NOT the problem (in fact, adults are usually the problem);
- Talk about the many good things we see them do;
- Remove the barriers within ourselves and in our buildings and create environments of openness and receptivity;
- Smile instead of frown when they show up en masse;
- Put a guiding arm around the shoulder instead of a 'red mark' next to their name; and
- Remember OUR days as youth.

"I hope that we will begin to see youth as assets, and ask 'how can we work with and for youth to help create a better tomorrow?"

. . . Lowell Overby, Program Services Division, YMCA of the USA.

TRANSLATION OF GENERIC LETTER. Northern Virginia Project Graduation had this generic letter translated into Arabic, Chinese, Farsi, Korean, Spanish, and Vietnamese to send to parents who speak little or no English and are unwilling to allow their children to attend an all-night party due to cultural differences. The English and Spanish are included here.



ENGLISH

NORTHERN VIRGINIA PROJECT GRADUATION

All Night Alcohol/Drug-Free Celebrations

P.O. Box 2145
Reston, Virginia 22090

CELEBRATE LIFE!

PARTICIPATING HIGH SCHOOLS

ALEXANDRIA CITY
T.C. WILLIAMS

ARLINGTON COUNTY
WAKEFIELD
WASHINGTON & LEE
YORKTOWN

FAIRFAX COUNTY
ANNANDALE
CENTREVILLE
CHANTILLY
EDISON
FAIRFAX
FALLS CHURCH
HAYFIELD
HERNDON
JEFFERSON
LAKE BRADDOCK
LANGLEY
LEE
MADISON
MARSHALL
McLEAN
MT VERNON
OAKTON
ROBINSON
SOUTH LAKES
STUART
WEST POTOMAC
WEST SPRINGFIELD
WOODSON

FALLS CHURCH CITY
GEORGE MASON

LOUDOUN COUNTY
BROAD RUN
LOUDOUN COUNTY
LOUDOUN VALLEY
PARK VIEW

PRINCE WILLIAM COUNTY
GAR-FIELD
HYLTON
OSBOURN PARK
POTOMAC SENIOR
WOODBRIDGE

PRIVATE SCHOOLS
BISHOP IRETON
BISHOP O'CONNELL
PAUL VI

Dear Parents of a Senior at ____________________ High School:

The parents of the Senior Class at our school are planning an All Night Alcohol-Free and Drug-Free Graduation Celebration for ALL of our seniors on graduation night. All of the schools listed down the left side of this page will be having one of these celebrations for their seniors. The purpose of this celebration is to provide a safe place for the entire senior class to be together one last time to celebrate their graduation from high school. Many parents, teachers, and school administrators will be in attendance at all times.

Many activities will be provided during the night. We plan to have music and dancing, carnival games, casino games, a recording studio or karaoke, a photo booth, guessing games, some athletic activities and many other things to do. We will have food such as pizza, sandwiches, potato chips, vegetable platters, cookies, cake, fresh fruit, and Coca-Cola. We will also provide a continental breakfast. EVERY student will have a chance to win prizes when they play the games. They will have a chance to win door prizes and a grand prize will be given away during breakfast.

The rules for this celebration are simple:

1. No alcohol or other drugs will be allowed.
2. The party will begin at ______ and end at ______. Students must arrive between _______ and _______. No one will be admitted after that time.
3. Only seniors from our school will be allowed to attend our party. No dates will be allowed.
4. Students may leave the party if they wish. If they leave, they will not be allowed to return to the party.
5. Students should dress in casual clothes and wear rubber soled shoes. Shorts and T-shirts are suggested.
6. Students will be required to leave all belongings--including purses--in a check room where they will be watched carefully by chaperons. Students will have access to their items any time they wish.
7. Students must stay at the party through breakfast to be eligible for door prizes and the grand prize.
8. Everything is included in the price of the ticket. No additional cash is necessary.

Here are the specific details about our school's celebration:
DATE: ________________ June __________
TIME: from __________ to __________
PLACE: ______________________________
Address: ______________________________
TICKET PRICE: $ _____ Scholarships are available as we want ALL of our seniors to attend.

To make the celebration more fun, the theme will be ____

Our decorations, activities, and food will follow this theme as much as possible.

A ticket may be purchased by returning Coupon #1 at the bottom of this page. If your student needs a scholarship, please have them check with their counselor at school.

Many parents wish to help with this exciting and memorable event by cooking something special, making decorations, serving food at the party, helping with games, or cleaning up the morning after the party. If you would like to help with this celebration, please return the Coupon #2 at the bottom of this page.

We hope your senior will want to attend this exciting, fun-filled celebration with the other members of their graduating class. Please call me if you have any questions or concerns. My phone number is __________. The best time to reach me is ____________________.

Sincerely,

Graduation Celebration Chairperson

……………✕……………

COUPON #1

I wish to purchase a ticket for my senior to attend the All Night Graduation Celebration. I have enclosed my check for $________.

Name: ______________________________
Address: ______________________________
Student's Name: ____________________ Phone: __________

Make check payable to ______________________________
Send to ______________________________

……………✕……………

COUPON #2

☐ I wish to help with the party. Please call me.
☐ I wish to make food for the party. Please call me.

Name: ______________________________
Address: ______________________________
Student's Name: ____________________ Phone: __________

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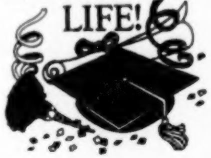
SPANISH

NORTHERN VIRGINIA PROJECT GRADUATION

All Night Alcohol/Drug-Free Celebrations

P.O. Box 2145
Reston, Virginia 22090

CELEBRATE LIFE!



Estimados padres de un Senior en ____________________ High School:

Los padres de los Seniors en nuestra escuela están planeando una Noche Completa sin Drogas ni Bebidas Alcólicas para Celebrar la Graduación de TODOS nuestros Seniors en su noche de graduación. Todas las escuelas indicadas en la parte izquierda de esta página tendrán una de estas fiestas para sus Seniors. El propósito de esta fiesta es de proporcionar a toda la clase de seniors un lugar seguro donde puedan estar todos juntos por última vez para celebrar su graduación del High School. Muchos padres, maestros y administradores del colegio estaran presentes en todo momento.

Muchas actividades estarán disponibles en esa noche. Planeamos tener música y baile, juegos, noche de casino, un estudio de grabaciones musicales, estudio fotográfico, algunos eventos deportivos y muchas otras cosas. Tendremos como comidas pizza, sanwiches, papas chips, legumbres, galletas, tortas, frutas fescas y Coca Cola. Tambien tendremos un desayuno continental.

TODOS los estudiantes tendran la oportunidad de ganar premios a medida que participen en juegos. Tendrán ademas chances de ganar premios con sus entradas y un premio mayor será adjudicado durante el desayuno.

Las reglas de esta celbración son simples:

1. No se permitiran bebidas alcohólicas o drogas.
2. La fiesta comenzará a las _____ y terminará a las _______. Los estudiantes deben llegar entre las _______ y las _______. Nadie será admitido después de esta hora.
3. Solamente seniors de nuestra escuela serán permitidos de entrar a la fiesta. Invitados no pueden asistir.
4. Los estudiantes pueden dejar la fiesta si así lo desean. Si se retiran no podrán regresar a la fiesta.
5. Se sugiere a los estudiantes de vestirse comodamente con preferencia en shorts, T-shirts y zapatillas de deportes.
6. Se requerirá a los asistentes de dejar todas sus pertenencias, incluidas las carteras, en el guardaropas donde serán cuidadosamente vigiladas por los encargados del area. Los estudiantes podrán tener acceso a sus pertenencias cuando lo deseen.
7. Para participar en las rifas con sus entradas y el gran premio los estudiantes deberán permanecer hasta el desayuno.
8. El precio de la entrada incluye todas la comida y actividades. No se necesita gastar ningún dinero adicional.

Los detalles específicos de la fiesta de nuestra escuela son:

FECHA: __________, Junio ________
HORA: de __________ hasta las ____________
LUGAR: ______________________________
DIRECCION: ______________________________
PRECIO DE ADMISION: $________ Tenemos becas disponible porque deseamos que TODOS los seniors participen.

Para hacer la fiesta mas divetida, el tema será ______________________
La decoración, actividades y comida reflejará el tema lo mas posible.

PARTICIPATING
HIGH SCHOOLS

ALEXANDRIA CITY
T.C. WILLIAMS

ARLINGTON COUNTY
WAKEFIELD
WASHINGTON & LEE
YORKTOWN

FAIRFAX COUNTY
ANNANDALE
CENTREVILLE
CHANTILLY
EDISON
FAIRFAX
FALLS CHURCH
HAYFIELD
HERNDON
JEFFERSON
LAKE BRADDOCK
LANGLEY
LEE
MADISON
MARSHALL
McLEAN
MT VERNON
OAKTON
ROBINSON
SOUTH LAKES
STUART
WEST POTOMAC
WEST SPRINGFIELD
WOODSON

FALLS CHURCH CITY
GEORGE MASON

LOUDOUN COUNTY
BROAD RUN
LOUDOUN COUNTY
LOUDOUN VALLEY
PARK VIEW

PRINCE WILLIAM COUNTY
GARFIELD
HYLTON
OSBOURN PARK
POTOMAC SENIOR
WOODBRIDGE

PRIVATE SCHOOLS
BISHOP IRETON
BISHOP O'CONNELL
PAUL VI

Las entradas pueden ser compradas devolviendo el Cupon #1 al final de la página. Si el estudiante precisa de una beca debe consultar con su consejero en la escuela.

Muchos padres desean ayudar en este maravilloso e inolvidable evento, preparando alguna comida especial, haciendo decoraciones, sirviendo comida en la fiesta, ayudando en los juegos o en la limpieza a la manana siguiente. Si desea ayudar en esta fiesta, por favor devuelva el Cupon #2 al final de la página.

Sinceramente,

Graduation Celebration Chairperson

. . . . ✂ . . . .

COUPON #1

DESEO COMPRAR UNA ENTRADA PARA MY SENIOR PARA LA FIESTA DE GRADUACION. ADJUNTO CHEQUE POR $______________.

Nombre: ______________________________
Dirección: ______ Nombre del estudiante: ______________ Tel. ______________
Hacer el cheque pagable a ______________________________
Enviarlo a ______________________________

. . . . ✂ . . . .

COUPON #2

☐ Deseo ayudar con la fiesta. Por favor llamarme.

☐ Deseo cocinar para la fiesta. Por favor llamarme.

Nombre: ______________________________
Dirección: ______________________________
Nombre del estudiante: ______________________________
Tel. ______________________________

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WHY WE SAID, **"YES!"**

We said, "**Yes!**" to supporting the *All Night Prom and Graduation Celebrations* because our students had the guts to say "**NO!**" to drugs and alcohol. For members of the business community, it means supporting a widespread and growing effort that can not only change lives, but save them. To parents who dedicate untold hours of time, energy and money organizing the celebrations, it means working hard to protect the ones they love the most. To teachers and administrators, saying "Yes!" means a real victory in their fight against a seemingly invincible enemy.

None of us can change the world in one night. We just hope to change what has become an annual tragedy: losing our youth to the deadly mix of drugs, alcohol and driving, at what should be a time of celebration. If we can help save one life, or prevent one serious injury, we will have succeeded.

Perhaps these nights of sober celebrating will remind us all of our huge capacity for being able to have a great time without having to pay a great cost. Make it **THE NIGHT OF YOUR LIVES**, students. And remember, We said, "**Yes!**" so you wouldn't have to.

The Proud Supporters of
Virginia's Operation Prom/Graduation

Virginia
Operation Prom/Graduation

A joint project of
The Virginia Departments of Education and Motor Vehicles

In cooperation with
The Virginia State Police Association

for ADDITIONAL INFORMATION, CONTACT:
OPERATION PROM/GRADUATION
Youth Risk Prevention Project
VA Department of Education
P.O. Box 2120
Richmond, VA 23216-2120
Telephone: 804/225-2871